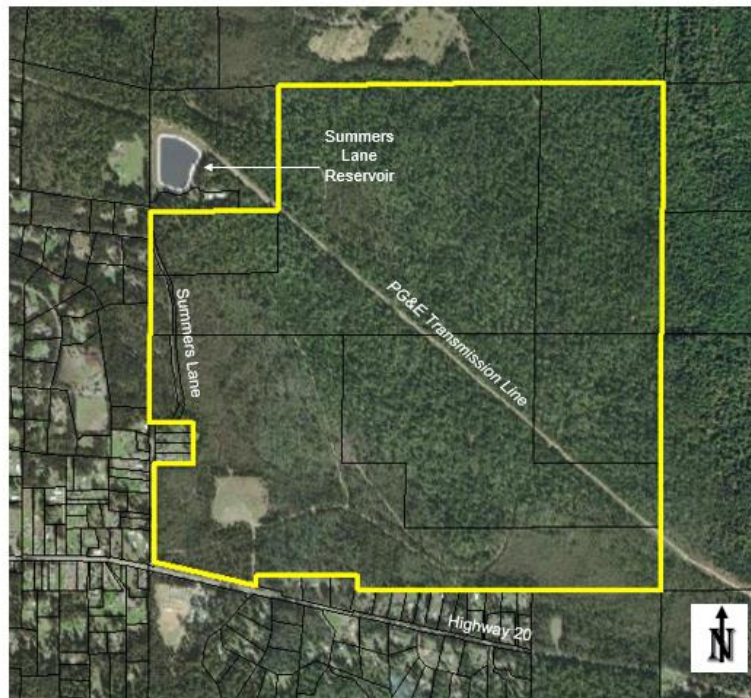




**CITY OF FORT BRAGG**  
**REQUEST FOR PROPOSALS FOR THE PREPARATION OF AN  
ENVIRONMENTAL IMPACT REPORT FOR CONSTRUCTION OF  
RESERVOIRS AND COMMUNITY FOREST  
FORT BRAGG RESERVOIR PROJECT FOR WATER STORAGE RESILIENCE  
PROJECT WTR-00024  
30900 HIGHWAY 20**

Figure 1



Not to Scale

The City of Fort Bragg (City) is seeking proposals from qualified consultants interested in contracting with the City to perform environmental work in compliance with California Environmental Quality Act (CEQA) regulations in support of the construction of 3 (three) 45-acre-foot reservoirs within a fenced compound and to prepare appropriate environmental documentation. The reservoirs will occupy approximately 30 acres of land within a forested area purchased by the City, which is comprised of 6 parcels and totals 582 acres. These parcels are located adjacent to the City's Summers Lane Reservoir, which is an existing 45-

acre-foot reservoir. (Figure 1). The majority of the parcel is intended to be developed as a community forest. The proposed Project will include environmental work supporting both the reservoir project and the early stages of development of the community forest.

The site includes the endemic and rare sensitive natural habitat of the Mendocino Cypress Woodland, as mapped by the California Department of Fish and Wildlife, as well as the more traditional redwood forest associations. Preliminary biologic studies have recently been completed to optimize reservoir siting and minimize impacts to special status species. The project is anticipated to include mitigation measures for impacts due to project construction. It will be important to the Project to clearly define areas to be used for development, conservation, and mitigation sufficiently early in the process in order to develop an appropriate environmental evaluation and documentation strategy.

**Project Objectives:** This project is critical to ensure a reliable supply of water to residents during periods of drought. The reservoirs will be filled during the winter months with water pumped up from the Noyo River or via gravity flow from the Waterfall Gulch source when flows are high. Water will be drawn from the reservoirs during summer months when flows in the channels are low, reducing the impact on aquatic species. The water will flow primarily by gravity to the City's Water Treatment Plant. The overall objectives herein include 1) the project is consistent with the regulatory requirements of the Lead Agency and the Responsible Agencies; 2) the project will result in a more reliable supply of water under drought conditions; 3) the project minimizes and reduces impacts to the environment by A) optimizing reservoir location and B) increasing summer and fall in-stream flows by filling the reservoirs in the winter; and 4) the projects protects sensitive species through the creation of conservation easements and a community forest.

The new reservoirs shall be similar to the existing Summers Lane Reservoir, which has a depth of up to 18 ft., fill heights of up to 16 ft., with 2:1 external and 3:1 internal side slopes. Construction of new piping to and from the reservoirs and conveyance piping to existing infrastructure will be needed. The projects proposed dam heights and storage capacities should be such that the project does not fall within the jurisdiction of the California Division of Safety of Dams. The proposed reservoir compound shall also include a caretaker unit and a storage building, and a fenced parking lot and pit toilets are proposed to be constructed in the highly disturbed area off Highway 20.

In addition to the reservoir construction, an important aspect of this project will be the creation of a community forest that will preserve and protect this unique and special woodland, while making it available to the community.

## **A. SCOPE OF WORK**

The City intends to retain a qualified and committed professional environmental consultant. The successful consultant shall demonstrate the availability of qualified personnel to perform required environmental services. Consultants shall develop an appropriate work plan for services and will utilize that work plan to successfully develop documents that provide sufficient information to obtain project approval from the appropriate review agencies and comply with all CEQA requirements.

For all work products, the engineering consultant shall perform all work necessary to define the Project and produce all necessary documents required to obtain approval of the design from the City. In addition, the environmental consultant shall be responsible for the preparation, submittal, and approval of any permits required for construction activities.

Listed below is a general description of the scope of services/tasks that are anticipated to comprise this Project. Proposing consultants are encouraged to expand upon this outline and recommend additional value-based services as part of the approach while also being cognizant of costs.

## **1. Project Planning and Management**

- a. **Document Review and Additional Information Request:** The consultant shall request and review existing documents related to the Project and project area.
- b. **Project Initiation and Scoping:** The consultant shall organize and facilitate a Project kick-off meeting with City staff and the Design Engineer to discuss the project scope, areas, design features, construction methods, and anticipated limits of disturbance, identify/confirm project purpose, needs, and objectives, discuss any areas of controversy and potential strategies; and expectations for deliverables and meetings
- c. **Meetings:** Key members of the consultant team shall participate in meetings (at minimum monthly) with City Staff and the Design Engineering Team. Meetings may take place in person or virtually. Project Team meetings with other project stakeholders will be held as needed. The consultant shall participate in up to five (5) additional meetings as determined necessary by the City (several meetings specified throughout the scope of work).
  - At least four days in advance, the consultant shall prepare the agenda and update the Project schedule for distribution and review. Minutes of each meeting shall be submitted within one week for City review.
  - The Consultant is expected to work in regular coordination with the Design Engineering team, especially for the timing and phasing of deliverables.

***Deliverables:*** Electronic copies of meeting agendas, minutes, and action items with responsible parties and due dates.

## **2. Environmental Impact Report (EIR)**

- a. **Notice of Preparation (NOP):** The consultant will prepare and submit a draft NOP for the Project. The NOP shall be prepared in conformance with State CEQA Guidelines 15082 and Federal NEPA Guidelines. It will discuss the focus of the EIR and issues that are proposed to be “scoped out” and why. The consultant will incorporate comments from the City into the draft NOP and will prepare a final version for distribution.
  - The consultant, in conjunction with the City, will develop a distribution list to facilitate public and agency noticing during the review of the draft NOP. Consultant shall develop a project mailing list with the City including the adjacent landowners.

- City Staff will circulate the NOP to the State Clearinghouse, Responsible Agencies, and other interested organizations and individuals in coordination with publication in the newspaper and filing with the clearinghouse.
- A minimum of one scoping meeting will be conducted at a city-provided facility following the circulation of the Initial Study/NOP.
- The consultant will also prepare the Notice of Completion (NOC) for filing with the State Clearinghouse.
- City staff will electronically file the NOP with the State Clearinghouse along with the NOC.

***Deliverables:*** Electronic version of draft NOP and NOC for City review, project mailing list, electronic version of final NOP and NOC.

3. **Draft Project Description:** The consultant shall prepare and submit an electronic draft of the project description to the City for review and comment. The description shall be sufficiently detailed and contain the information necessary to conduct the impact analysis to support the EIR. Description shall include a discussion of regional and local setting, project history and background, Project purpose, need, and objectives, general project design characteristics; all known discretionary actions required by the City; important project details including construction methods and maintenance activities; and any environmental protection measures that will be incorporated into project design, construction, and operation to reduce impacts to sensitive environmental resources. The project description shall provide a list of agencies expected to use the EIR, a list of permits and other approvals that will be required a list of the environmental review and consultation requirements, and a list of all decisions that are subject to CEQA.

***Deliverables:*** Electronic version of draft Project Description.

4. **Final Project Description:** After receiving the comments from the City, the consultant shall discuss any comments with the City and agree on revisions to the draft project description accordingly. The consultant shall incorporate agreed-upon revisions and finalize the Project Description for incorporation into the draft EIR.

***Deliverables:*** Electronic version of final Project Description.

5. **Technical Reports:** The consultant shall conduct studies and prepare reports as necessary to identify potential impacts and mitigation measures for the appropriate environmental factors as identified in the NOP and in compliance with CEQA Guidelines.

- A preliminary biologic report has been conducted over the area proposed for the construction of the reservoirs and is available on request to supplemental biologic studies necessary for the EIR.
- A geotechnical investigation will be conducted as part of the Engineering Design RFP and will be made available to the consultant, who will determine if further geotechnical work might be needed outside of the proposed reservoir area.
- The consultant shall include a description of the scope and content of the anticipated

analysis to be performed to address each resource identified in Appendix G of the CEQA Guidelines.

- Whenever appropriate, existing information shall be used from previous environmental documentation processes or other sources.
- a. **Community Forest Technical Report:** In addition to any technical reports needed for specific chapters of the EIR, the consultant shall prepare a technical report that evaluates the property and makes recommendations on areas to be set aside for mitigation, restoration, and preservation, to assist the City in establishing the community forest. The City has retained Mendocino Land Trust (MLT) under a separate contract to assist with the community forest aspects of the project, including the acquisition of any conservation easements. The Consultant shall work with MLT to assist the City with those efforts.
- The Community Forest Technical Report shall document efforts to determine which areas of the property are most suitable for various aspects of the overall development and make recommendations such as which existing access roads should be retained or improved and which should be abandoned and restored.
  - Any areas of the property deserving of special attention or proposed to be designated for special uses should be identified in this report.
  - The Consultant should plan on organizing and actively participating in at least one public meeting to elicit public input for consideration in the planning process.
  - It is important to the City that the creation of the community forest be included as part of the overall project, however, it is anticipated that not all of the potential recommendations for development that will be discussed or recommended in the Community Forest Technical Report will be included in this first phase of community forest implementation occurring concurrent with reservoir construction.

***Deliverables:*** Electronic version of draft technical studies and reports for City review. Final technical studies and reports will be included as attachments to the Draft EIR and the results of those technical studies will be incorporated into the Draft EIR, which will be posted to the City's website and filed, with the State Clearinghouse by City staff.

6. **Draft EIR:** Consultant shall evaluate impacts utilizing the baseline physical conditions for a threshold of significance for each topic. The significance of Project-related impacts will then be determined for the project area. The EIR shall be prepared in compliance with CEQA/NEPA statutes and guidelines, consider the appropriate environmental factors included in the NOP, and consider comments received during the public scoping process. Direct and indirect significant effects of the Project on the environment shall be clearly identified and described, giving due consideration to both the short-term and long-term effects. Analysis of project alternatives and cumulative impacts shall be included. Consultant shall provide electronic copies of the Draft EIR for in-house review and comment by staff. Consultant will revise the draft as necessary to reflect City comments. The

resulting Draft EIR will be published and circulated for agency and public review according to the provisions of the CEQA Guidelines. City anticipates at least one public comment meeting will be scheduled during the review period of the Draft EIR.

***Deliverables:*** Electronic versions of Draft EIR (Word and PDF) that is ready for reproduction.

a. **Public Circulation and Comment Period:** The Draft EIR shall be published and circulated for agency and public review according to the provisions of CEQA Guidelines. The Consultant shall prepare the Notice of Availability (NOA) and newspaper notice, which the City will distribute. The Project mailing list shall be updated as needed and provided to the City. The city anticipates that one public comment meeting will be scheduled during the review period of the Draft EIR, and the Consultant may be required to attend one or more Public Hearings.

- The consultant is expected to prepare written responses to comments raised at hearings by members of the Public, Commissioners, or City Council members.
- Consultant shall track comments and responses using an Excel spreadsheet or similar approved form.
- Comments and responses to comments, along with any amendments or alterations to the Draft EIR made in response to those comments and the list of commenting agencies, organizations, and individuals will be published, as a separate volume of the EIR, which when combined with the Draft EIR will constitute the Final EIR.

***Deliverables:*** Electronic version NOA and newspaper notice, updated Project mailing list, electronic version of spreadsheet of comments with notes regarding approach/response, agenda and meeting notes for meetings or hearings, including public comments received, and an electronic version of any presentations or handouts.

7. **Final EIR, CEQA Findings, and Mitigation Monitoring and Reporting Program:** The consultant shall prepare a Final EIR consistent with the CEQA statutes and Guidelines for the City's public distribution and comments. The draft CEQA/NEPA findings shall be prepared and submitted to the City for review and comment, along with the Mitigation Monitoring and Reporting Program (MMRP) as required by CEQA. The Findings will consist of information required by CEQA/NEPA, including findings of fact regarding each potentially significant environmental impact, mitigation measures, significance after mitigation, disposition of alternatives, and statement of overriding considerations (if necessary). After receiving comments, the Consultant shall produce a final version of the CEQA/NEPA Findings and the MMRP. The MMRP shall be included in the Final EIR.

***Deliverables:*** Electronic version of Final EIR that is ready for publication. The electronic version of Findings.

8. **Notice of Determination (NOD):** The consultant shall prepare the draft and final NOD for review by the City, who will upload the final version to the Clearinghouse.

***Deliverables:*** *Electronic version of NOD.*

9. **EIR Certification Meetings:** Attendance in support of EIR at up to two (2) City Council

meetings.

### **Additional Services:**

- 10. Permit Acquisition** - Provide environmental services to assist in permit acquisition. Please describe how your firm can assist with environmental permit acquisition. What would be the anticipated timeline for the process?
- 11. Preparation of a Timber Harvest Plan** – Construction is anticipated to include the removal of trees, which may require a Timber Harvest Plan. Describe how your firm or sub-consultant can accomplish this task.
- 12. Supplemental work in support of the replacement or refurbishment via the lining of the Noyo River Crossing and the culvert replacements for Segment 2 of the Raw Water Line Replacement Project** – The Raw Water Line Replacement Project is replacing much of the transmission line that brings untreated water to the Water Treatment Plant (WTP) and is currently in construction. The Noyo River Crossing lies between Segments 2 and 3 of that project. The Segment 2 pipeline crosses over five (5) culverts that are in need of replacement, which requires redesign and possible upsizing. They range in size from 12" to 30". Biologic studies that were performed in support of the Raw Water Line Replacement Project may need to be supplemented for the additional work being proposed. Those project plans and studies are available on request. Please describe what work your firm would anticipate being required to obtain the permits and approvals needed for construction.

### **B. STANDARDS**

The Project must adhere to the City and County of Mendocino design standards if applicable, regulations, policies, and procedures for all work at the time of Project advertisement. All work must be performed and work products prepared in such a fashion to be approved by the appropriate agency.

Additionally, the Project must adhere to the following:

1. Design shall comply with the latest City and County of Mendocino ordinances.
2. Digital formats for use in plan development, plats, and record drawings shall be delivered utilizing AutoCAD/Civil3D (.dwg) 2021 release or lower.
3. All electronic text document deliverables shall be in the Microsoft Office platform (Word, Excel, PowerPoint, Project, Visio, etc.) version 2016 or newer.
4. All Geographical Information System (GIS) files shall be delivered in acceptable vector spatial data formats, which are geodatabase (.gdb), personal geodatabases (.mdb), and shapefiles (.dbf, .prj, .sbn, .sbx, .shp, .xml, .shx).
5. All horizontal data (X, Y coordinates) shall be delivered using the California State Plane Coordinate System (NAD 83, Zone II, feet).
6. Specifications shall be in Construction Specification Institute (CSI) format and in conformance with the City's Standard Specifications.
7. All reports should be submitted electronically and provided in Word for review, with the final version provided in Adobe PDF format with OCR and indexed.

### C. PROPOSAL REQUIREMENTS:

The proposal should be concise, well organized, and demonstrate the responders' qualifications and experience applicable to the Project. Responses will be evaluated based on the information submitted.

1. Proposers should send a complete digital proposal, collated into one PDF document, three (3) printed copies of the completed proposals, and a cost bid so that it is received no later than 2:00 PM on July 23, 2024, to:  
City of Fort Bragg  
ATTN: City Clerk  
416 N Franklin Street  
Fort Bragg, CA 95437  
[cityclerk@fortbragg.com](mailto:cityclerk@fortbragg.com)
2. Format: The proposal shall be printed on double-sided, 8.5" x 11" pages, printed on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.
3. Contents: Proposals shall contain the following:
  - a. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the consultant's interest and commitment to the proposed Project. The letter shall include the name, title, address, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process.
  - b. Firm Description: Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence. Include the same for any sub-consultant proposed. Indicate the roles of prime and all sub-consultants.
  - c. Relevant Experience: Describe relevant experience preparing Environmental Impact Reports for other water capital improvement projects and preparing technical specifications for public works projects for other public agencies. Indicate roles of prime and all sub-consultants
  - d. Key Personnel Qualifications: Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience. Provide resumes of the Project Manager and other key Project team members. Resumes shall include relevant experience, proposed role, education, and licenses. The resume for each individual shall not exceed two pages in length and can be included in an appendix. For the Project Manager, provide at least three references (names and current phone numbers) from recent work (previous five years) similar in size and scope to this Project. Include a brief description of each project associated with the reference and the role and responsibility of the Project Manager. Replacement of key team members will not be permitted without prior consultation with and approval by the City. All work shall be performed under the

supervision of an engineer licensed in the State of California, who has substantial experience with projects of similar size and scope

- e. References: List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. For the Project Manager, provide at least three references (names and current phone numbers) from recent work (previous five years) similar in size and scope to this Project. Include a brief description of each project associated with the reference and the role and responsibility of the Project Manager. The City may request a copy of a similar report prepared previously by the firm for another agency.
- f. Scope of Work: Provide an explanation of tasks associated with the project, including how you propose to complete each task. Include a breakdown of recommended tasks, including tasks not identified above that could benefit the project.
  - i. Provide a narrative that clearly identifies key Project issues/challenges and describes the consultant's understanding of, and ways to mitigate and effectively address these key Project issues/challenges in design and during construction. Include detailed descriptions of innovative or alternative ideas and approaches to the Project design and construction in a cost-efficient manner.
  - ii. Discuss, if applicable, elements that have not been considered by the City (new ideas).
  - iii. Provide prioritization of tasks and permit requirements.
  - iv. Discuss the consultant's approach to budget control and minimizing construction change orders or how their design (approach) considers minimizing construction change.
  - v. Summarize value-based services.
  - vi. Provide a discussion of how the QA/QC program manages sub-consultants efforts to ensure technical accuracy and successful completion of the Project.
  - vii. Provide information summarizing measures that will be implemented to monitor the project schedule and budget.
- g. Budget and Schedule of Charges: Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
- h. Work Schedule: Provide a time schedule for completion of work. This Project is a priority for the City's Capital Improvement Program. As such, it is imperative that the design of this Project is completed and ready to bid by January 5, 2026. Proposing consultants shall demonstrate they are capable of delivering the final bid documents to the City by this deadline. The proposing consultants shall provide a description of the critical path items and summarize an

approach that demonstrates successful completion in an expeditious fashion.

- i. Insurance: The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for a reduction in the insurance amount shall be included in the proposal. The cost of such insurance shall be included in the consultant's proposal.
- j. Consultant Agreement: The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement must be included in the proposal.

#### **D. EVALUATION CRITERIA**

Proposals will be evaluated on the basis of the following criteria:

- Understanding of the work to be completed
- Experience with similar kinds of work
- Capabilities and resources of the firm and qualifications key project personnel
- Schedule for completion of work
- Proposed cost

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process. The Consultant awarded the contract will be chosen based on the apparent greatest benefit to the City. The City will make the final determination of the Consultant selected, as it deems appropriate, in its sole discretion, and in the best interests of the services provided.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for the award of the contract will be presented to the Fort Bragg City Council.

Each Consultant will be notified in writing whether or not they have been selected as the preferred Consultant.

#### **E. SCHEDULE FOR SELECTION AND AWARD**

Advertise RFP	June 11, 2024
Last Day to Submit Written Inquiries	July 12, 2024
Proposal Due Date	July 23, 2024
City Council Contract Award	August 12, 2024
Ready for Construction	January 5, 2026

#### **F. OTHER CONSIDERATIONS**

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for

Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical, or other revisions of the proposal that may result from negotiations.

#### **G. QUESTIONS**

Questions regarding this solicitation shall be directed in writing to Diane O'Connor at [doconnor@fortbragg.com](mailto:doconnor@fortbragg.com). All inquiries shall be received by July 12, 2024. Responses to the inquiries will be posted on the City's website at [www.city.fortbragg.com](http://www.city.fortbragg.com) on July 16, 2025.

#### **H. ATTACHMENTS**

Exhibit A – City's Standard Professional Services Agreement