

## Proposal Scope Form:

### Statement of Requirements - Services Required of Successful Proposer

The selected Consultant(s) must demonstrate the ability to address and provide all equipment and software necessary to complete **all Basic Tasks** (Tasks 1-3) listed below. In addition, each proposer must select **one or more** of the four **Technical Tasks** (Tasks 4-7).

#### 1. Scope of Work

##### Basic Tasks

<b>Basic Task 1</b>	<b>Project Coordination</b>
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Consultant shall coordinate all work and, upon request, attend meetings and site visits with an Ag + Open Space representative. If specified in the Task Order, Consultant shall attend meetings and/or coordinate meetings with staff and other stakeholders to provide updates, initial conclusions and discuss next steps or recommendations.

In support of the Consultant's work, Ag + Open Space shall provide the following as needed:

1. Access to all project reports, aerial photographs and maps relating to the site's environmental and cultural resources in order to support consultant in executing the described scope of services in an efficient manner. Site plans and base maps will be provided at Ag + Open Space's expense.
2. Access to the property.
3. Access to Ag + Open Space data layers, databases, mapping templates, and GIS data for analysis.
4. Necessary equipment and logistical support for staff training events or meetings.

<b>Basic Task 2</b>	<b>Report Writing</b>
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In many cases, the Consultant may be required to prepare a written report to present background information, field surveys, and management recommendations for a specified project or property. Specific report requirements will be clearly defined in the Task Order and may include the following:

1. **Background Information/References:** List sources included in the literature review/background search including Ag + Open Space resources, interviews, polling, internet searches, meetings and summarize the results.

2. **Summarize Research Findings:** Consultants will provide initial findings to support management recommendations or conservation actions from on-going research and analysis.
3. **Site Assessment:** A descriptive analysis of field results from site assessments should include information regarding timing of field surveys, methodology, and conclusions. Data sheets shall be included as an Appendix. Specifically, the Field Survey section of the Written Report may address some of the following biological disciplines:
  - a. Identification of plant and/or animal species within the study area.
  - b. Identification of Sensitive and/or Critical Habitats within the project area.
  - c. Assessment of potential impacts to biological resources (plant, animal, critical and/or sensitive habitats) that could result from implementation of the project.
4. **Graphics:** A wide range of applicable graphics may be part of any written or web-based report, including but not limited to those specified in Basic Task 4, Graphics/Mapping.
5. **Final Report:** Ag + Open Space staff may instruct the Consultant to submit appropriate documentation such as an annotated outline or draft written report prior to submitting final report. Ag + Open Space staff shall determine the most appropriate form for draft and final report submittals depending on the scope of work. Possible options may include:
  - a. Hard-copy.
  - b. Electronic copy transmitted via e-mail or compressed file via web-based data transfer site with Microsoft Word 2013 or earlier (i.e., Hightail.com).
  - c. Cloud-based tools as a feasible option/alternative (Google Docs, DropBox, etc.).
  - d. Americans with Disabilities Act (ADA) compliant .pdf version for posting on Ag + Open Space's website.

<b>Basic Task 3</b>	<b>Graphics/Mapping</b>
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The Consultant shall prepare all graphics requested in the Task Order, which may include, but not be limited to, photos, maps, charts and tables. Consultant shall produce maps that meet Ag + Open Space standards for presentation for GIS data layers that meet minimum requirements for metadata documentation (including but not limited to summary/description, use constraints, point of contact, and field descriptions).

All consultants responsible for preparing content intended for use or publication on a District-managed or District-funded web site must comply with applicable Federal accessibility standards established by 36 C.F.R. Section 1194, pursuant to Section 508 of the Rehabilitation Act of 1973, as

amended (29 U.S.C. § 794(d)), the County's Web Standards & Guidelines located at <https://sonomacounty.ca.gov/Services/Web-Standards-and-Guidelines/>, and the County's Web Site Accessibility Policy located at <https://sonomacounty.ca.gov/CAO/Administrative-Policies/9-3-Website-Accessibility-Policy/>.

**Technical Tasks:** Proposer must **select one or more** of the three Technical Tasks listed below.

<b>Technical Task 4</b>	<b>Natural and Cultural Resources Assessment, Habitat Restoration, Management, and Protection Plans</b>
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For properties where Ag + Open Space is responsible for planning, permitting and executing management practices, staff will outline specific requests for management recommendations or approaches to address the land management related goals. These management recommendations or approaches must be compatible with the conservation objectives for a given property. Tasks may include development, review and analysis of the following:

1. Invasive plant management
2. Riparian habitat evaluation
3. Erosion control plans
4. Forest conditions
5. Forest management options
6. Rangeland assessments
7. Site-level fire prescriptions
8. Fuel-load reduction strategy
9. Road maintenance of existing networks
10. Fire prescriptions
11. Habitat restoration plans

Below is a list of potential services required to assist Ag + Open Space natural and/or cultural resource assessments:

### **1. Botanical Surveys**

Consultant shall conduct site assessments in the field that may include the following:

- a. Reconnaissance-level plant surveys.
- b. Plant community identification and assessment.
- c. Full season floristic surveys to cover the flowering season for all potential special status plants.

- d. Floristic surveys for special status plant species shall be conducted in compliance with regulatory protocols for special status plant species.

## **2. Wildlife Surveys**

Consultant shall conduct site assessments in the field that may include the following:

- a. Reconnaissance-level habitat assessment and/or wildlife surveys. Surveys for special status species shall be conducted in compliance with applicable regulatory protocols for the specific species. Consultant shall indicate species for which they have an incidental take permit.
- b. Design and establish motion-sensored camera wildlife monitoring and apply other non-invasive monitoring methodologies to capture actual populations and presence surveys will be useful.
- c. Complete wildlife permeability assessments to evaluate conservation value of a property to improve wildlife habitat conditions.
- d. Assessment of potential of spreading nonnative species (e.g., broom, periwinkle, English ivy), disease (Sudden Oak Death Syndrome) or opportunistic animal species (e.g., barred owl, bullfrog) that may impact habitat functions and conservation values of a given property.

## **3. Riparian Corridor Assessments and Management Recommendations**

Assess riparian corridor function and provide recommendations for protecting the natural function of the corridor.

## **4. Revegetation and Habitat Restoration Planning, Design and Monitoring**

- a. Develop native plant revegetation plans and/or habitat enhancement plans
- b. Monitor revegetation areas including documenting health and vigor of the plants, photo-documentation, monitoring report preparation, assessing compliance with plans and permits.
- c. Make recommendations for improved success, and coordination with regulatory agencies.

## **5. Cultural Resources Analysis and Protection Strategies**

- a. Perform a Northwest Information Center records search for specified properties of interest currently protected by Ag + Open Space or under consideration for acquisition.
- b. Complete site assessments of proposed capital improvement projects to document all archaeological or cultural sites.

- c. Provide a technical report that documents the findings and records all archaeological or cultural sites discovered.
- d. Contribute to the cultural resources section of management plans and cultural resources section CEQA or NEPA related studies.
- e. Advise Ag + Open Space staff on any issues that may require tribal consultation. Assist the staff in developing a strategy to reach out to any tribal entities that may have an interest in a given project.

<b>Technical Task 5</b>	<b>Environmental Impact Assessments and Permitting Services</b>
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Below is a list of potential services required to assist Ag + Open Space in complying with local, state and federal environmental and planning laws.

### **1. Assessment of Environmental Impact**

Site Inspection of a proposed project – Ag + Open Space staff will orient Consultant to a specific project and the Consultant will determine the potential for environmental impact in accordance with the California Environmental Quality Act (CEQA), Sonoma County environmental regulations (Permit Sonoma), U.S. Army Corps of Engineers (USACOE), and/or State Water Resources Control Board (SWRCB). Compliance with local, state and federal regulatory agencies may include:

- a. Sonoma County's General Plan
- b. National Environmental Policy Act (NEPA)
- c. Section 106 of the National Heritage Preservation Act (NHPA) – cultural resources
- d. Wetland delineation and definition of Area of Potential Effect (APE), under the jurisdictions of the Waters of U.S. and Waters of the State
- e. Americans with Disabilities Act (ADA) for universal access opportunities

### **2. Preparation of Environmental Documentation**

- a. Notice of Intent and Scoping Meeting, including Agency consultation
- b. Preparation of an Initial Study
- c. Distribution of documents to State Clearinghouse and other entities as required and appropriate

### **3. Public Meetings and Outreach**

- a. Attend Board Meetings, as requested (Ag + Open Space Board of Directors).
- b. Facilitate, support and prepare for public meetings.

#### 4. Environmental and Administrative Permitting

- a. Identify permit requirements and process including costs and potential timelines.
- b. Describe potential permit requirements (e.g., grading, drainage, building, etc.) and process for obtaining permits for any of the proposed activities, including but not limited to:
  - United States Army Corps of Engineers
  - United States Department of Fish and Wildlife
  - United States National Oceanic and Atmospheric Administration Fisheries
  - California Department of Fish and Wildlife
  - State Water Resources Control Board
  - North Coast and San Francisco Bay Regional Water Quality Control Boards
  - Permit Sonoma
- c. Prepare appropriate regulatory permit applications to state and Federal environmental regulatory agencies.

<b>Technical Task 6</b>	<b>Forest Management Plan Assessment</b>
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Below is a list of potential services required to assist Ag + Open Space in Forest Management Plan Assessment

#### 1. Forest Site Conditions

- a. Conduct site visits to assess assets and liabilities of a property including road conditions and design, slopes, forest type and species mix, watershed and other property conditions which directly relate to forest operations on a given property.
- b. Review and analyze data from Timber Harvest Plans and Non-Industrial Timber Management Plans on project properties including existing timber cruises, soils maps, site index, road network maps, water resources maps (springs and well), vegetation maps, biological inventories, timber appraisals, title report, and other reports and data provided by Ag + Open Space or landowner.

#### 2. Sustainable Forest Management Conservation Easement Provisions

Discuss Ag + Open Space objectives for forest conservation and draft appropriate forestry provisions for a working forest conservation easement. Includes site visit and review of any existing management plans on the property.

**3. Forest Management Review**

- a. Review proposed Management Plans on forested properties related to conservation easement provisions and provide technical comments to Ag + Open Space.
- b. Review proposed THP/NTMP for consistency with conservation easement and provide comments to Ag + Open Space.

**4. Timber Appraisal**

Develop a Timber Appraisal Report that determines a conservation easement's impact on the market value of the harvestable timber resources of property.