



# CITY OF PETALUMA

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Kevin McDonnell  
Mayor

March 7, 2024

Brian Barnacle  
Janice Cader-Thompson, *Dist. 1*  
Mike Healy  
Karen Nau, *Dist. 3*  
Dennis Pocekay  
John Shribbs, *Dist. 2*  
Councilmembers

RE: Addendum No. 1 - Environmental Evaluation and Permitting Services for the Citywide Creeks Maintenance Plan

This Addendum No. 1 modifies the **Exhibit A – Scope of Work**. This addendum shall become part of the Contract and all provisions of the Contract shall apply thereto.

## Public Works & Utilities

This Addendum No. 1 additional changes the **proposal due date to April 2, 2024** (from March 22).

Administration and  
Engineering  
1318 Redwood Way, Suite 120  
Petaluma, CA 94954

## ANTICIPATED PROJECT SCHEDULE

City Engineer  
11 English Street  
Petaluma, CA 94952  
Phone (707) 778-4303

The anticipated project schedule is listed below.

Environmental Services  
Ellis Creek Water  
Recycling Facility  
3890 Cypress Drive  
Petaluma, CA 94954  
Phone (707) 776-3777  
Fax (707) 656-4067

Milestone	Estimated Date
Request for Proposal Issued	February 23, 2024
Amendment #1	March 7, 2024
Questions Due	March 22, 2024*
Proposals Due	April 2, 2024*
Anticipated Award of Contract	April 20, 2024*

Petaluma Airport and Marina  
601 Sky Ranch Dr.  
Petaluma, CA 94954  
Phone (707) 778-4404

\*Amended Dates

Streets Maintenance  
840 Hopper St.  
Petaluma, CA 94952  
Phone (707) 778-4303  
Fax (707) 206-6065

The remainder of the Request for Proposals remains the same except where dates are amended to above.

Transit Division  
555 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4421

Utilities & Field Operations  
202 N. McDowell Blvd.  
Petaluma, CA 94954  
Phone (707) 778-4546  
Fax (707) 206-6034

E-Mail:  
publicworks@  
cityofpetaluma.org

## **Exhibit A - SCOPE OF SERVICES**

### **PROJECT DESCRIPTION**

The City is seeking Environmental Planning and Regulatory Permitting services from well-qualified firms to provide the City with permitting services for its Citywide Creeks Maintenance Plan (CMP). These services are intended to obtain all applicable Routine Maintenance Agreements and permits with regulatory agencies for the implementation of the City-led CMP update. In conjunction with the City conduct spot checks to update site surveys environmental and biological site evaluations. At later phases, as authorized by the City, assistance may be required for preparation of further permitting, and biological construction monitoring services for selected priority creek enhancement projects.

**SCOPE OF SERVICES** –The following list includes a brief description of the tasks to be performed by the consultant. This list is not intended to be all-inclusive or limiting. Per the RFP Section 4. Proposal Requirements, Item E. Proposed Scope of Work and Approach, Proposers shall provide a scope of work submittal that expands upon the RFP Scope of Services outlined below and provides additional scope detail with identified deliverables to demonstrate their understanding of the project requirements, including identifying any supplemental tasks necessary, and to recommend any alternatives, which may enhance the project or reduce costs. The technical approach must include the planned means to respond to regulatory agency comments. The Consultant shall perform the following tasks:

### **Project Management**

Provide project management services for quality control and administration of the work to include agendas and minutes for bi-weekly progress meetings, monthly invoices, progress reports, and budget tracking. The Consultant shall manage its team and overall project activities consistent with the direction from the City in order to meet the project schedule and budget. The Consultant shall manage sub-consultants, maintain schedule and budget, anticipate and mitigate potential issues and delays, and coordinate updates to the City on the overall progress of the Project.

Organize and attend project bi-weekly progress meetings with the City to discuss project progress, decisions, direction, and to coordinate activities. Additional meetings shall be held at key project milestones and may include, but are not limited to:

- Kick-off Meeting
- Community Meetings
- Draft Deliverables Evaluation Meetings
- City Council Meetings

Coordinate with the City, stakeholders, community groups, and other affected parties as required throughout the duration of the project, as well as the Quality Assurance/Quality Control (QA/QC) activities for project deliverables. The consultant is not expected to lead this effort but be a partner with the City and add expertise.

## **Preliminary Evaluation**

The City is in the process of updating the existing Citywide Creeks Maintenance Plan (CMP) (2017). In partnership with the City recommend revisions to CMP need to begin Regulatory permitting process.

## **Biological Resources Assessment**

As needed, the Consultant shall conduct spot check surveys of creek segments to confirm/update the 2017 biological resources assessments and address any regulatory changes to special status species.

## **Project Permitting and Environmental Services**

The Consultant shall assist the City in obtaining the permits and Routine Maintenance Agreements needed for implementation of the CMP. The Consultant shall conduct outreach to regulatory agencies with jurisdiction, lead meetings with the regulatory agency staff to communicate the project intent, and support implementation of permit applications.

The Consultant shall support the City with outreach and coordination with all public agencies whose approval is required (e.g. permits, financial approval, or participation agreements) including but are not limited to California Department of Fish & Wildlife (CDFW) (1600 Lake and Streambed Alteration Agreement: Routine Maintenance Agreement); Regional Water Quality Control Board (RWQCB) 401 Water Quality Certificate; U.S. Army Corps of Engineers 404 Dredge and Fill Permit; and consultation with U.S. Fish & Wildlife Service (USFWS)/National Marine Fisheries Service (NMFS) under Section 7.

## **PHASE II (On-Call Permitting Services Determined and Authorized by the City)**

Preliminary and Final Environmental and Permitting Services for Identified Priority Stream Enhancement Projects, as well as biological construction monitoring support for individual projects. The City is seeking to establish a prequalified list of consultants to assist the City with individual permit acquisition on an as need basis for municipal projects.

(Scope to be determined by the City and as authorized by the City per an amendment to the consultant agreement. The City reserves the right not to proceed with this phase and/or to seek other consulting services to perform later phases.)

*City has no expectation of hour estimates within this phase, other than unit rates.*

## **SCHEDULE**

Time is of the essence for this project. The City intends to contract with the consultant in Spring 2024. The consultant shall begin the work as soon as the Agreement with the City is executed.

### **Estimated Project Schedule**

<b>Milestone/Deliverable</b>	<b>Due Date</b>
Project Kick-Off Meeting	April 2024
Citywide CMP Update Completed by City	September 2024
Applications submitted for Permitting and Maintenance Agreement	October 2024
Permitting and Maintenance Agreements Finalized for Citywide CMP	February 2025
Phase II – On Call Permitting Services	TBD