

**LAND MANAGEMENT AND MAINTENANCE**  
**REQUEST FOR PROPOSALS (RFP)**  
SEPTEMBER 1, 2017

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**REQUEST FOR PROPOSALS  
TO CONDUCT  
LAND MANAGEMENT AND MAINTENANCE  
FOR THE YEARS 2018, 2019 AND 2020  
FOR  
THE NATOMAS BASIN CONSERVANCY**

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## **INTRODUCTION**

The Natomas Basin Conservancy (TNBC), the Plan Operator of the Natomas Basin Habitat Conservation Plan (NBHCP), is seeking proposals from qualified contractors to perform land management and maintenance activities on TNBC land in the Natomas Basin, located in Sacramento County and Sutter County, California.

This request for proposals (RFP) includes a non-inclusive list of general land management and maintenance tasks to be performed.

Respondents must be fully qualified to conduct necessary land management and maintenance and hold all pertinent permits necessary to conduct such activities, demonstrate capacity to perform the work within the specific timeframe and deliver an end result to TNBC that will satisfy relevant requirements.

The successful proposal will be determined by the Board of Directors of TNBC. TNBC requires that the work commence January 1, 2018. A three-year engagement for the completion of this work is proposed with the option of extending the engagement via two one-year renewals.

### **1. BACKGROUND**

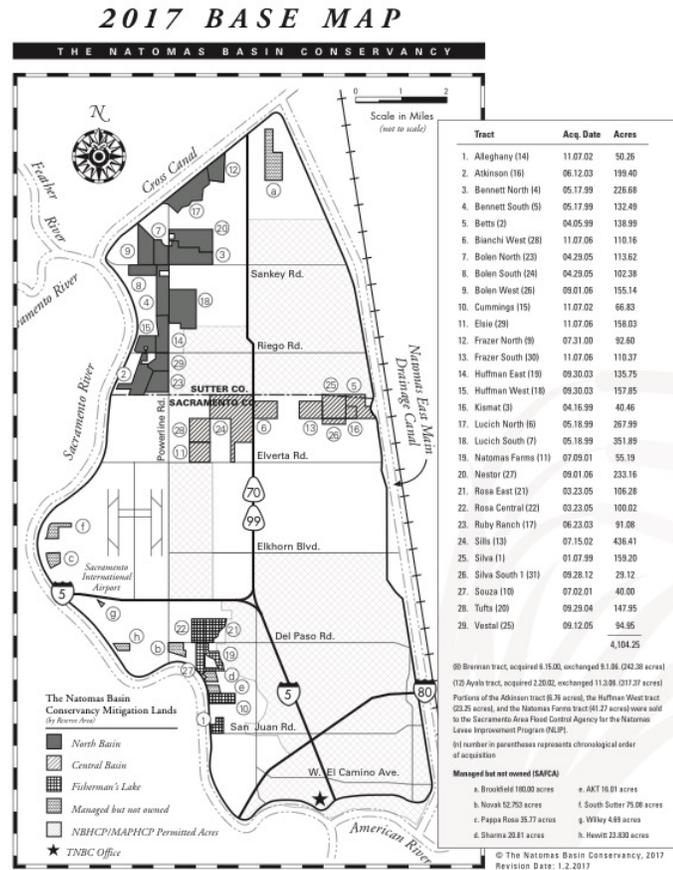
a. Natomas Basin Habitat Conservation Plan. The NBHCP is the habitat conservation plan required under the federal Endangered Species Act (the "Act") designed to support applications for federal permits under Section 10(a)(1)(B) of the Act for activities covered (the "Covered Activities") under the NBHCP occurring within the Natomas Basin (the "Permit Area"). It also serves a nearly identical purpose under California state law pursuant to Section 2081(b) of the California Fish and Wildlife Code.

The purpose of the NBHCP is to promote biological conservation in conjunction with economic and urban development within the Permit Area. The NBHCP establishes a multi-species conservation program to minimize and mitigate the expected loss of habitat values and incidental take of species covered by the Act (the "Covered Species") that could result from urban development, operation and maintenance of irrigation and drainage systems, and certain activities associated with TNBC's management of its system of reserves. The goal of the NBHCP is to provide mitigation for the impacts of Covered Activities on the Covered Species.

The Permit Area is defined as the 53,537-acre area interior to the toe of levees surrounding the Natomas Basin, located in the northern portion of Sacramento County and the southern portion of Sutter County. The Basin contains incorporated and unincorporated areas within the jurisdictions of the City of Sacramento, Sacramento County, and Sutter County. The southern portion of the Natomas Basin is mostly urbanized, but most of the remainder of the Basin currently remains in agriculture.

The NBHCP has been in operation since December 1997, when the original 10(a)(1)(B) and Section 2081(b) permits were issued by the U.S. Fish and Wildlife Service and California Department of Fish and Game, respectively. As a result of litigation, the NBHCP was revised and new permits were issued in July 2003.

b. The Natomas Basin Conservancy. TNBC is a non-profit entity serving as “Plan Operator” for the NBHCP. TNBC is governed by a Board of Directors made up of representatives appointed by the City of Sacramento, County of Sutter and Metro Air Park Property Owners Association. TNBC acquires and manages habitat reserve lands and develops and implements Site-Specific Management Plans (SSMP) for each preserve within the Natomas Basin as they exist or may be revised. A Technical Advisory Committee (TAC) provides certain technical assistance to TNBC. Currently, TNBC owns and operates 29 properties in the Basin for a total of approximately 4,100 acres (see Exhibit 1, Preserve Map).



## 2. LAND MANAGEMENT AND MAINTENANCE TASKS

For purposes of this RFP, land management and maintenance tasks are divided into the following primary tasks:

- a. site visits and general monitoring
- b. vegetation management
- c. irrigation management
- d. clean up
- e. site maintenance

a. Site Visits. The successful respondent will be expected to conduct regular site visits to monitor the general condition of each property under contract. Each of the listed subject area (properties) must be inspected at least twice per week. However, more frequent inspections will be needed from time to time, especially during the Spring and Summer.

b. Vegetation management. Respondent shall carry out vegetation control to include: chopping or mowing of vegetation in upland areas, use of string trimmers where chopping or mowing is impracticable, herbicide application according to State and Federal regulation and in consultation with TNBC, coordination of any livestock used in vegetation management (not including the care of livestock), aquatic weed management, and water level management of marsh complexes for vegetation management purposes in consultation with TNBC. Subcontractors or sub-consultants can be included in carrying out these duties provided the primary contracting party accepts full responsibility for managing any such subcontractors or sub-consultants and will defend their actions and / or results.

c. Irrigation management. In consultation with TNBC and under direction from a field supervisor, crews will conduct watering activities on marsh complexes, including drip irrigation on trees and shrubs as may be needed. Water control structures must run freely without congestion caused by plant, animal or environmental factors. A key irrigation issue is the need to frequently clear vegetation debris from irrigation and water control structures.

d. Clean up. General site clean-up is a priority, provided that in the event crews encounter debris that appears to be dangerous or toxic, or which is larger than a pickup truck bed will accommodate, the field supervisor or contractor shall contact TNBC to decide upon its disposition. Clean up activities also include location, identification, removal and appropriate disposal of dead wildlife (and remains) except that which is listed as an NBHCP Covered Species, which must be reported to TNBC before any action is taken.

e. Site maintenance. General site maintenance is a key component of the land management and maintenance work, and includes looking for and removing debris, weed escapes, removing or repairing damage as a result of animal or environmental factors, repairing fence breaks, sign repair and similar matters.

Also included is limited tree and shrub pruning and/or clearance from time to time, road smoothing after roads are rutted up over winter and creating fire breaks as may be needed. Major tree removal work is not a part of this proposal or resulting contract.

The selected contractor will be expected to furnish all equipment and supplies needed to carry out the duties specified in this RFP. It is the responsibility of the Contractor to maintain equipment in proper and safe working order. Such equipment may include but is not limited to:

1. pick-up truck(s) equipped with all-wheel or four-wheel drive or equivalent
2. all-terrain vehicle(s)
3. tractor with mowing and chopping attachments
4. irrigation equipment for trees and shrubs, including hoses, drip emitters and pumps; and for larger irrigated areas, shovels and other necessary equipment
5. wireless phone(s)
6. hand tools typically required for the contract tasks described in this RFP, general safety equipment typically required for the safe operation and use of vehicles, tools, equipment and supplies that contractor uses in carrying out the purpose of this RFP
7. spraying and safety equipment necessary for herbicide applications as may be needed
8. a boat capable of being used for marsh maintenance, including safety equipment for the use of such watercraft, especially personal flotation devices life jackets.

Contractor and all employees of contractor shall have valid licenses and be qualified to operate any equipment they operate, including motor vehicles, to be used in carrying out the tasks described in this RFP. Any employees of Contractor assigned to working on TNBC marsh complexes must know how to swim.

### **3. TNBC RESOURCES**

TNBC will furnish contractor with maps, surveys, keys, locks, combinations, signs, telephone contact information, and other similar information in order to perform the tasks as outlined in this RFP.

### **4. SUBJECT AREAS**

The subject areas included in this RFP can change and respondent must include provisions in the RFP to accommodate the addition or removal of any property and/or acreage from this list. At present, the list of properties included in this RFP are (acreage counts are approximate):

- a. North Basin –
  - Frazer North- 68.4 acres marsh, 24.2 acres upland
  - Lucich North- 247.3 acres marsh, 20.6 acres upland

- Bennett North- 74.2 acres marsh, 0.5 acres upland
  - Bennett South- 22.7 acres marsh, 29.0 upland
  - Lucich South- 16.4 acres marsh, 19.5 acres upland
- b. Central Basin –
- Betts, Kismat and Silva- 192.5 acres marsh, 145.9 acres upland
- c. Fisherman’s Lake-
- Natomas Farms- 51.7 acres marsh, 44.7 acres upland
  - Cummings- 41 acres marsh, 25.8 acres upland
- d. Other TNBC-owned land or future purchases within Natomas Basin which may be mutually agreed to by both contractor and TNBC. (See Exhibit A for a current list of TNBC-owned land)

## 5. COMPLETED RESPONSE REQUIRED

Those responding to this RFP must present a concise proposal. No proposal will be considered which leaves out any portion of the requirements. Those proposing to conduct land management and maintenance for TNBC should submit a response to this RFP that includes, at a minimum, the following:

a. Cover letter.

A cover letter should be addressed to Executive Director, The Natomas Basin Conservancy at TNBC’s address (2150 River Plaza Drive, Suite 460, Sacramento, California 95833) and should be signed by a senior representative of the respondent’s company. The cover letter should include a brief statement about respondent’s understanding of the project and general statement about the method of approach.

b. Statement of qualifications.

This statement should explain the qualifications the respondent has that apply to this RFP. This should include mention of any related projects or assignments the respondent has completed. This section should also include the identification of the legal entity with whom TNBC would be contracting with, indicating whether this is a corporation, partnership, sole proprietorship, joint venture or other. The principal investigator, or the senior-most individual responsible for the respondent, must also be named. An estimate of the amount of time (expressed as a percentage of total time or hours per month) this senior-most individual will be assigned to TNBC’s project should be presented.

c. Cost of work.

The respondent should articulate its cost proposals for conducting the land management and maintenance work for each of the three subject areas (as specified in Section 4) separately and include an “all in” quote covering all subject areas for this RFP.

- Proposal 1- North Basin
- Proposal 2- Central Basin
- Proposal 3- Fisherman's Lake
- Proposal 4- All areas (North Basin, Central Basin & Fisherman's Lake)

Each subject area proposal should be identified in each of the three anticipated years of this effort, and be on a "not to exceed" basis.

Since it is possible TNBC will add land to its holdings during the the proposed contract period, the price proposal should include a formula for handling expanded acreages under this agreement, so that all TNBC land is covered by this contract at all times. Usually, this is done on a cost per acre basis, such as each added acre of managed marsh and associated uplands will be charged at \$x per additional acre.

## 6. PERMITS

The successful respondent must hold any and/or all pertinent State and Federal permits necessary to complete the work described in this RFP.

## 7. SELECTION CRITERIA

TNBC will select the best proposal received based on the respondent's response to this RFP and the factors identified below. TNBC will evaluate responses based on a general formula of 70 percent experience, capability and knowledge of the NBHCP and working with habitat conservation plans in a similar capacity, and 30 percent price. TNBC reserves the right to reject all proposals received.

It also reserves the right to call in for interviews one or more final candidates if necessary to clarify a matter or for other reasons.

Submissions will be reviewed and considered based on the following criteria:

*Critical factors:*

- a. The expectation that the completed work will satisfy relevant requirements.
- b. Ability to provide or assemble a qualified and experienced team in habitat land management and maintenance.
- c. Responsiveness to all items called for in this request and notice.
- d. Knowledge of the species covered in the 2003 NBHCP.

*Desirable factors:*

- a. Demonstrated ability to work with TNBC or entities like TNBC.
- b. Qualifications and track record of the project manager/ coordinator to complete similar or related projects on time and budget.
- c. General experience in similar or related projects.
- d. Reasonable cost to complete the necessary work.

All submissions will be reviewed and evaluated by TNBC's Board of Directors at an officially-called Board meeting. TNBC staff will review all submissions prior to presentation to the Board and will provide an evaluation to facilitate Board review.

The respondent deemed most qualified by the Board of Directors at the conclusion of the Board review will be invited into negotiations with TNBC in order to finalize a formal agreement so that work may begin on January 1, 2018.

In the event than an agreement cannot be reached with the selected respondent, at TNBC's sole discretion, TNBC retains the right to negotiate with the next ranking applicant until a final agreement can be reached with a respondent.

Once a final agreement is reached, TNBC's Executive Director and TNBC legal counsel will finalize necessary contractual arrangements to engage the services of the selected respondent.

**COVERED SPECIES INCLUDED IN THE 2003 NBHCP**

Aleutian Canada goose <i>Branta canadensis leucopareia</i>	Valley elderberry longhorn beetle <i>Desmocerus californicus dimorphus</i>	Midvalley fairy shrimp <i>Branchinecta n. sp.</i>
Swainson's hawk <i>Buteo swainsoni</i>	Delta tulle pea <i>Lathyrus jepsonii ssp.jepsonii</i>	California tiger salamander <i>Ambystoma californiense</i>
Giant garter snake <i>Thamnophis gigas</i>	Sanford's arrowhead <i>Sagittaria sanfordii</i>	Western spadefoot toad <i>Scaphiopus hammondii</i>
White-faced ibis <i>Plegadis chihi</i>	Loggerhead shrike <i>Lanius ludovicianus</i>	Colusa grass <i>Neostapfia colusana</i>
Bank swallow <i>Riparia riparia</i>	Burrowing owl <i>Athene cunicularia</i>	Boggs Lake hedge-hyssop <i>Gratiaola heterosepala</i>
Tricolored blackbird <i>Agelaius tricolor</i>	Vernal pool fairy shrimp <i>Branchinecta lynchi</i>	Sacramento Orcutt grass <i>Orcuttia viscida</i>
Northwestern pond turtle <i>Clemmys marmorata marmorata</i>	Vernal pool tadpole shrimp <i>Lepidurus packardii</i>	Slender Orcutt grass <i>Orcuttia tenuis</i>
		Legenere <i>Legenere limosa</i>

Source: 2003 Natomas Basin Habitat Conservation Plan, Table I-1, page I-14.

The principals representing the successful respondent may be required to complete and file with TNBC a conflict of interest disclosure statement. The NBHCP requires TNBC comply with the conflict of interest code as defined in the State of California's Fair Political Practices Commission regulations, and certain contractors are required to file a disclosure statement. TNBC's staff and Board make such filings, which are available for review by interested parties. TNBC can make blank conflict of interest forms (e.g. FPPC Form 700) available to respondents upon request.

### 8. PROPOSED BILLING

Respondents to this RFP should outline the basis for billing TNBC for the services required and described in this RFP.

### 9. TIMELINE AND PROCESS

Written hard-copy proposals must be submitted to TNBC no later than September 27, 2017 by 4:00 p.m. to:

Executive Director  
The Natomas Basin Conservancy  
2150 River Plaza Drive, Suite 460  
Sacramento, CA 95833

TNBC may engage disinterested members of the NBHCP Technical Advisory Committee, TNBC legal counsel and others to assist with the evaluation of submitted proposals. Submitted proposals will not be returned to respondents. No faxes or emailed proposals will be accepted.

#### Planned Timetable and Schedule of Events

Event	Date
TNBC Board approves RFP for release	August 2, 2017
Release and distribution of RFP	September 1, 2017
Responses due by 4:00 p.m.	September 27, 2017
TNBC Board reviews proposals; selects	October 4, 2017
Agreements signed by both parties	October 27, 2017

TNBC's Board of Directors will consider all submitted proposals that meet the standards set forth in this RFP. The Board agenda for the October 4, 2017 meeting will include an action item to accept a proposal submitted in response to this RFP. Respondents will be notified of any action by the Board soon thereafter.

## 10. ADDITIONAL INFORMATION

Additional information about TNBC and the 2003 NBHCP is available on TNBC's web site, [www.natomasbasin.org](http://www.natomasbasin.org). See also Exhibit 2 below for information on obtaining important documents necessary or helpful in preparing a response to this RFP.

## 11. OTHER

### a. Cooperation with other Consultants.

Additional contractors provide design, construction and certain biological monitoring functions for TNBC. The land management and maintenance contractor must work cooperatively with TNBC's design, construction, biological monitoring and other consultants.

### b. Cancellation.

TNBC or contractor may cancel this contract with 30-day notice with or without cause, by written notice to the other party via US Mail, hand delivery or facsimile. In the event of termination, respondent shall not be entitled to any additional compensation over that already paid or owing to respondent at the time of termination.

### c. Acquisition-related cost considerations.

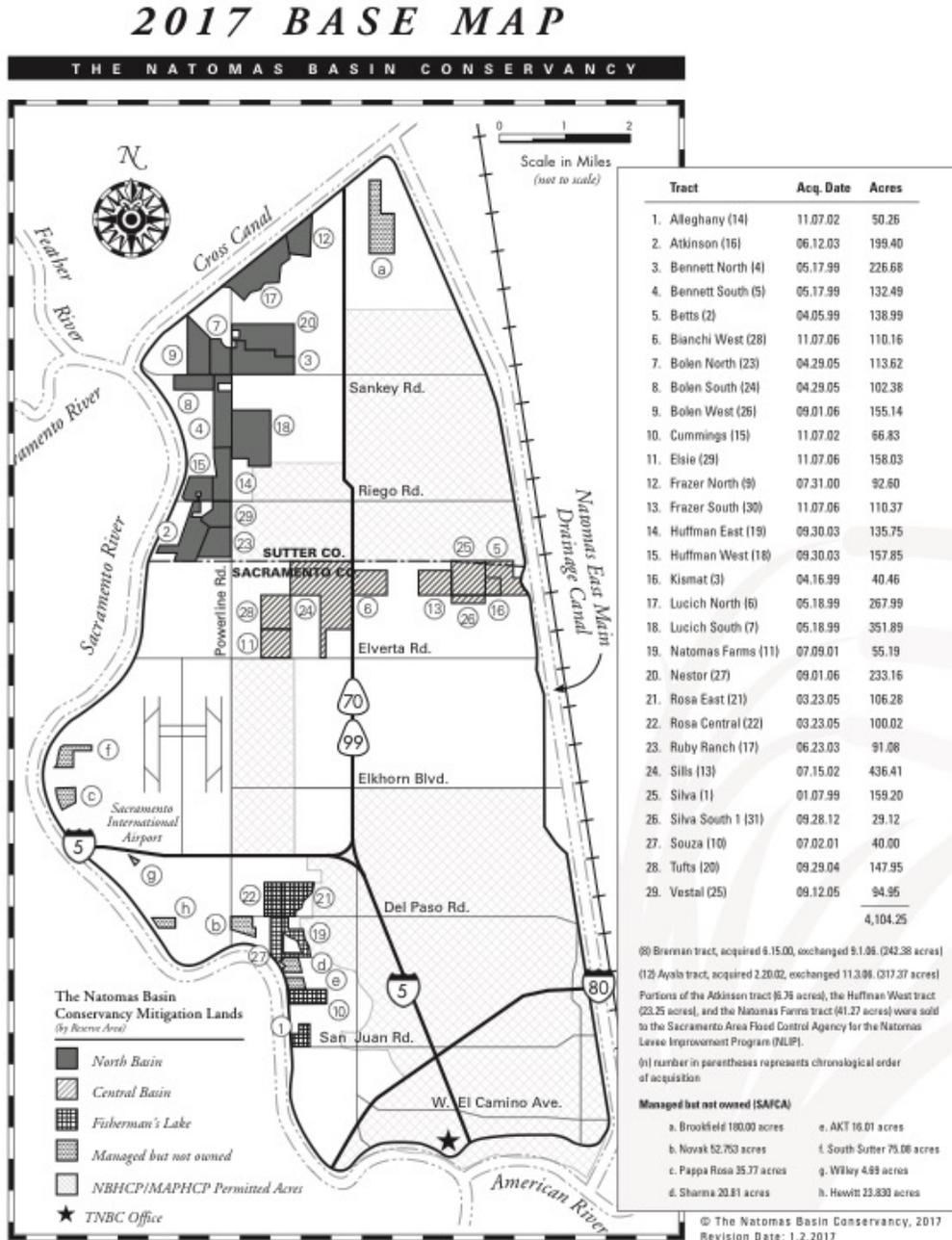
TNBC has acquired 29 parcels of land totaling approximately 4,100 acres in its nearly eighteen years of operation. However, land acquisition activity is not entirely predictable, and one large development could cause the total number of acquired acres to expand.

## CONCLUSION

It is the intention of TNBC to establish a solid and productive relationship with a reputable, reliable respondent to complete the land management and maintenance requirements described in this RFP. Compliance with the biological monitoring components of the 2003 NBHCP is a critical aspect of TNBC's responsibilities as the NBHCP's plan operator.

In order to adequately provide this function for TNBC, the consultant will need to cooperatively work with TNBC staff, other consultants retained by TNBC, as well as relevant staff with the CDFW and the USFWS. Frequent interaction with TNBC staff should be expected.

# Exhibit 1 Map of TNBC's Land Holdings



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**Exhibit 2**  
**List of available resources for RFP proposers**

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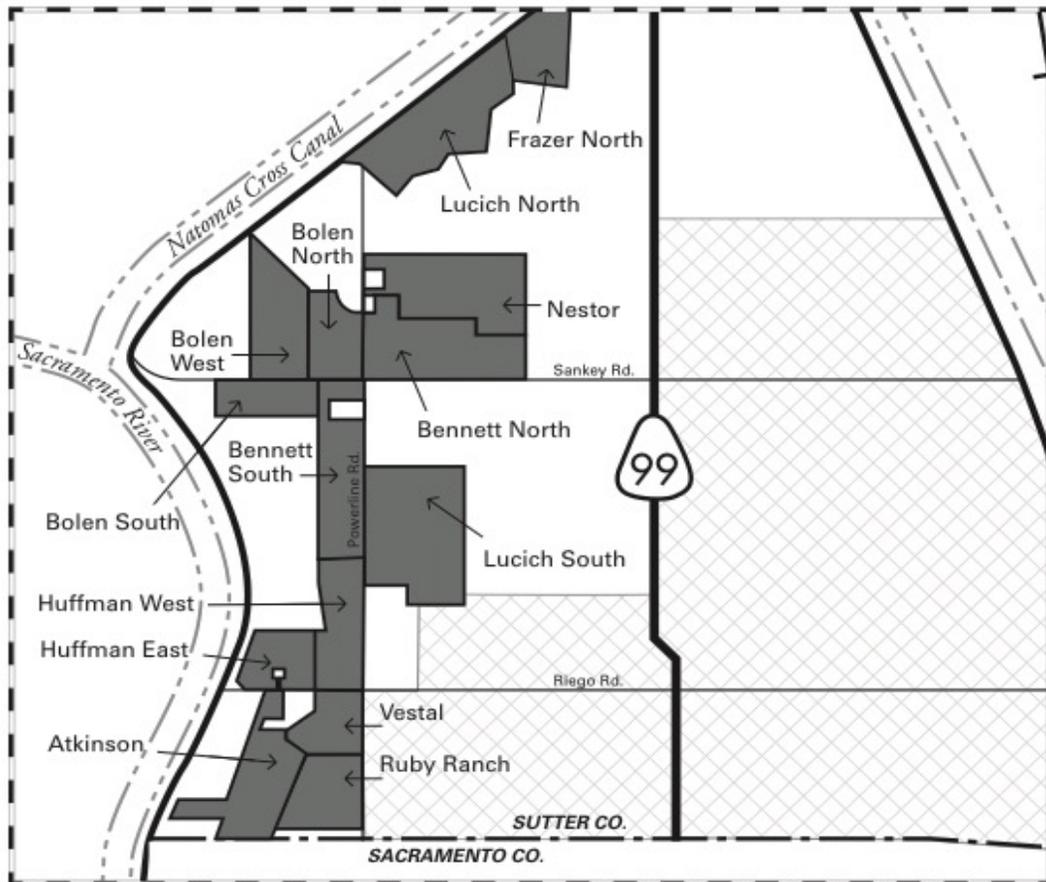
<b>Document name</b>	<b>Description</b>	<b>Source</b>	<b>Availability details</b>
Annual reports	An executive summary of each year's Implementation Annual Report (IAR)	<a href="http://www.natomasbasin.org">www.natomasbasin.org</a>	Downloadable free of charge.
Current preserve map	One-page exhibit showing Conservancy-owned lands.	In this document as Exhibit 1 as well as at: <a href="http://www.natomasbasin.org">www.natomasbasin.org</a>	Downloadable free of charge.
2003 Natomas Basin Habitat Conservation Plan (NBHCP)	The comprehensive HCP.	<a href="http://www.natomasbasin.org">www.natomasbasin.org</a>	Downloadable free of charge.
NBHCP Covered Species	Comprehensive list, description and pictures of each of the covered species.	<a href="http://www.natomasbasin.org">www.natomasbasin.org</a>	Downloadable free of charge.

**Exhibit 3**  
**Map of TNBC's Subject Areas**

**NATOMAS BASIN CONSERVANCY**

2014

*North Basin Reserve Area*  
*Tract Location Map*



© The Natomas Basin Conservancy, 2014  
Boundaries are approximate  
Not to scale

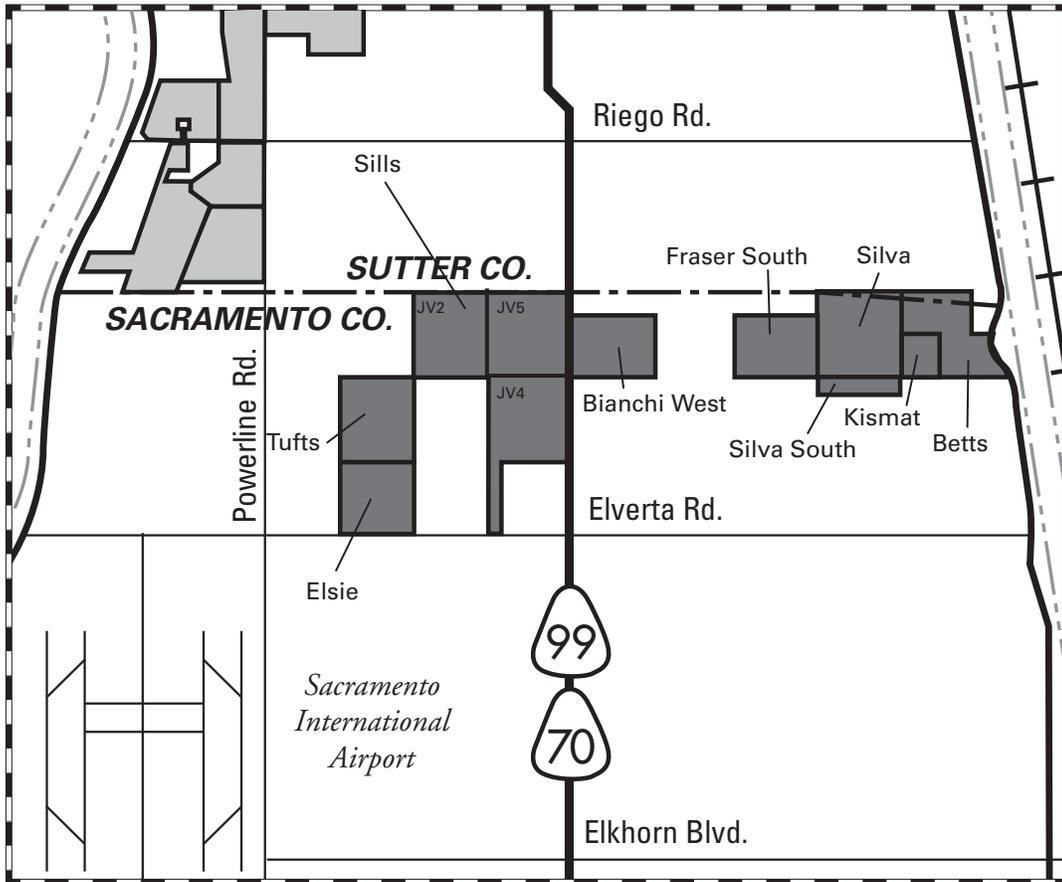
Revision Date: 6/19/2014



NATOMAS BASIN CONSERVANCY

2014

*Central Basin Reserve Area*



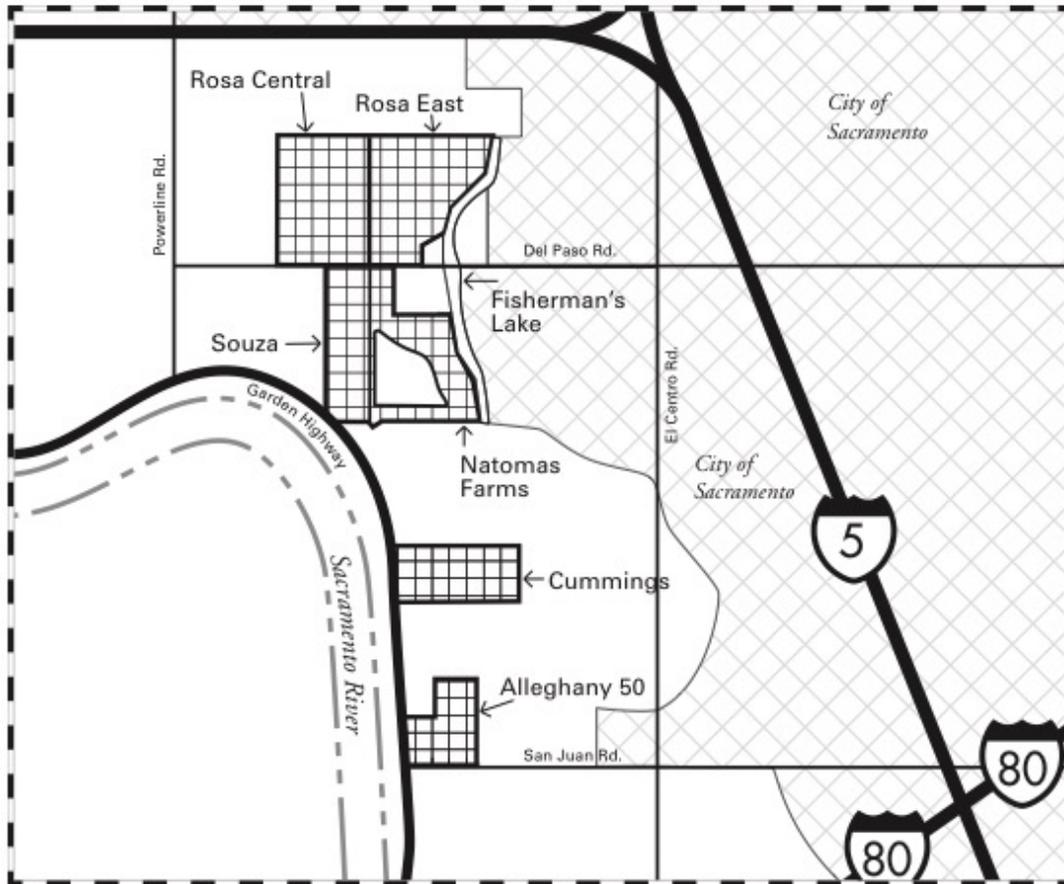
© The Natomas Basin Conservancy, 2014

Revision Date: 2/21/2014  
Not to Scale

**NATOMAS BASIN CONSERVANCY**

2014

*Fisherman's Lake Reserve Area  
Tract Location Map*



© The Natomas Basin Conservancy, 2014

Revision Date: 5/28/2014

Boundaries are approximate  
Not to scale

