

**SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT
PROPOSAL FORM**

**LOS ANGELES CONTAMINATED SEDIMENTS TASK FORCE
CONTAMINATED SEDIMENT MANAGEMENT STRATEGY REPORT**

February 25, 2003

I. INSTRUCTIONS TO BIDDERS

The Bidder's complete Proposal to provide the services detailed, are to be enclosed in a sealed envelope and marked "LA CSTF Management Strategy Report" and addressed to:

Bryan Nece
Administrative Officer
7171 Fenwick Lane
Westminster, CA 92683-5218

Five copies of the Proposal should be submitted. All supplemental materials requested within this request for proposals must be attached to the Proposal. Any unauthorized conditions, limitations, or provisions attached to this Proposal may be considered cause for rejection.

If a Bidder wishes to withdraw its Proposal, the Bidder may do so without prejudice by delivering a written notice of withdrawal to the Administrative Officer at any time before the time fixed for the opening of bids.

Sealed bids will be received at SCCWRP, 7171 Fenwick Lane, Westminster, CA, up to the hour of 9:00 am on **Friday, March 21, 2003**, at which time the bids will be opened by the Administrative Officer. The right is reserved to award the contract for work within (30) days after the date listed above for receipts of bids. Bids received by facsimile or E-mail will not be accepted.

SCCWRP will be holding a Request of Proposal Conference to discuss this bid and document at 1:00 p.m. on **Monday, March 10, 2003**, at SCCWRP's office in Westminster. This meeting gives the Bidders the opportunity to ask questions and to request clarifications in the document. This conference is not mandatory. SCCWRP's response to the questions will be sent to the bidders by E-mail and posted on the SCCWRP web site (www.sccwrp.org). All Bidders should inform SCCWRP in writing of their intention to submit a bid by **Monday, March 10, 2003** in order to be assured of direct notification regarding responses to questions or updates to the bid submission process.

This solicitation for proposals shall not be construed as obligating SCCWRP to award a contract or pay any compensation for the information solicited.

II. SCOPE OF WORK

The California Coastal Commission and the Los Angeles Regional Water Quality Control Board established the Los Angeles Basin Contaminated Sediments Task Force (CSTF) in 1997. The goal of the CSTF is to develop a long-term management plan for dredging and disposal of contaminated sediments found in coastal waters adjacent to Los Angeles County. The original deadline for submittal of the long-term management plan to the legislature was January 1, 2003; however, that deadline has been extended to January 1, 2005.

Section 13396.9 of the Porter-Cologne Water Quality Control Act indicates that the management plan shall include identifiable goals for the purpose of minimizing impacts to water quality, fish and wildlife through the management of sediments. The plan also shall include measures to identify environmentally preferable, practicable disposal alternatives, promote multiuse disposal facilities and beneficial reuse, and support efforts for watershed management to control contaminants at their source.

The CSTF has determined that the long-term management plan should contain the following elements:

- Identification of pollution sources within and outside of the ports and marinas within the study area;
- Identification of the location, approximate quantity, and nature of sources of contaminated dredge material;
- Identification and description of beneficial re-use alternatives;
- Identification and description of feasible treatment technologies;
- Identification of the location and nature of alternative disposal sites including, but not limited to, upland sites and aquatic sites;
- Criteria for monitoring dredging operations;
- Plans for operation, management, and monitoring of any regional confined aquatic disposal sites, regional upland sites, or regional upland rehandling sites;
- Description of funding mechanism for long-term operation, management, and monitoring of regional upland and confined aquatic disposal sites;
- Implementation plan for contaminated sediment management that shall include, at least, the following elements:
 - Multi-agency permit and federal consistency application;
 - Recommendations for streamlining multi-agency permit process;
 - Guidance on incorporating the identified disposal and management alternatives into an evaluation procedure and selecting the alternative appropriate to each project;
 - Criteria for use of each disposal alternative;
 - Description and status of existing watershed management and source reduction programs that are applicable to sediments within the study area;
 - Recommendations for additional watershed and source reduction management, if necessary;
 - Recommendations on the need for and benefit of establishing a permanent Dredge Material Management Committee to implement the strategy;

- Identification of best management practices for dredging and disposal of contaminated sediment; and
- Establishment of regional contaminated sediment screening thresholds.

The objective of this project is to hire a contractor to assist the CSTF in writing the long-term management plan and to assemble the necessary background information to support the recommendations of the management plan.

Additional information related to the goals and activities of the CSTF is available at <http://www.coastal.ca.gov/sediment/sdindex.html>.

Description of Work

Task 1. Revise report outline and establish production schedule

The contractor will meet with the CSTF management committee members and review the draft contaminated sediments management strategy outline developed by the management committee (Attachment I). A revised and annotated outline will be produced that will identify each chapter, describe the major sections within each chapter, and identify the principal findings or recommendations for each section. This outline will also identify the key tables or figures (those that contain data or present management guidance) and appendices to be included in the report. The revised outline will also be accompanied by a production schedule that includes deadlines for the completion of drafts for each chapter and the final report.

Products. The products of this task include an annotated report outline and a schedule of deadlines for each report chapter.

Task 2. Preparation of strategy report.

The contractor will compile technical information produced by the CSTF and acquire supplemental information needed to produce the contaminated sediments management strategy report in accordance with the outline and production schedule produced in Task 1. Sources of technical information include progress, draft, and final reports of CSTF special studies, the draft CSTF management strategy report, interviews with CSTF management committee members or CSTF contractors, and CSTF technical committee meetings. The contractor is expected to attend all CSTF management and technical committee meetings between April and August (approximately 6 full day meetings and 8 half day meetings). Related supplemental information (e.g., literature reviews, historical information) will be obtained from technical documents identified and provided by CSTF management committee members or cited in CSTF special study reports. The contractor and CSTF will determine the specific format of the report jointly.

Products. Draft versions of each chapter will be distributed to CSTF management committee members in accordance with the production schedule developed in Task 1. A revised final draft of each chapter will be delivered within 30 days of receipt of comments from the CSTF. A final

version of the report, consisting of 10 hardcopies and editable electronic files suitable for publication of additional copies will be provided to the CSTF by the deadline identified in Task 1.

Task 3. Preparation of report appendices.

The contractor will assemble, edit, and format background information from CSTF special studies and other available documents into a series of appendices for the strategy report. The appendices will provide background and supporting data needed to support the recommendations of the management plan. These technical appendices should be sufficiently detailed to document the results of special studies undertaken by the CSTF or its members related to dredging and disposal of contaminated sediments.

Product. Draft and final versions of each appendix will be distributed to CSTF management committee members according to the production schedule developed in Task 1. A final version of the appendices, consisting of 10 hardcopies and editable electronic files suitable for publication of additional copies will be provided to the CSTF by the deadline identified in Task 1.

Schedule

It is anticipated that work on this project will begin on April 1, 2003. Revision of the report outline and production schedule (Task 1) will be completed by May 1, 2003. The schedule for completion of Tasks 2 and 3 will be established as part of Task 1. The total duration of this project is expected to be less than six months.

III. SPECIAL REQUIREMENTS AND INSTRUCTIONS

Bidders will be required to comply with the following special requirements and instructions during the performance of services rendered under this project.

General

Bidders are required to comply with all general terms and conditions, certifications, assurances, provisions, laws, regulations, statutes and standards set by the awarding governmental agency of this program, which is the State Water Resources Control Board. This information is available on the Internet at www.dgs.ca.gov/contracts.

Insurance

Bidders shall, at their sole expense, maintain in effect the following insurance coverage and include SCCWRP as an additional insured on their policy:

Workers' Compensation insurance shall be held and maintained by the Bidders as required by applicable laws of the State of California with a minimum amount and limit of One Million Dollars (\$1,000,000) for each accident.

General Liability insurance shall be held and maintained by the Bidders covering all operations by or on behalf of the Bidders providing insurance for bodily injury liability and property damage liability. The combined single limits of liability for bodily injury or property damage shall be One Million Dollars (\$1,000,000) for each occurrence, and One Million Dollars (\$1,000,000) aggregate.

Automobile Liability (Bodily Injury and Property Damage Liability) insurance shall be held by the Bidders, including coverage for all owned, hired, and non-owned automobiles. The combined single limit of liability shall be Two Hundred Fifty Thousand Dollars (\$250,000) for any one accident or loss.

Retention

SCCWRP shall have the right to retain from the Bidders' earnings for each period for which payment is made an amount equal to ten percent (10%) of such earnings, pending satisfactory completion of the agreement.

IV. PROPOSAL SUBMISSION

Bids

The hourly rate for each of the job categories listed below will constitute the bid for this project. Hourly rates should be fully burdened and include salary, benefits, and overhead. The following form must be used for submission of bids.

Labor

Indicate the fully burdened hourly rate for the following job categories.

	Rate
Project Manager Overall responsibility for report quality, timeliness, and interaction with SCCWRP Program Manager	_____/hr
Senior Scientist Coordinates preparation and integration of report sections, interacts with CSTF members, prepares management framework	
Scientist Synthesizes information and writes sections of report	_____/hr
Graphics Artist Designs report layout and prepares maps and figures	_____/hr
Technical Editor Reviews and edits report for clarity, format, and grammar	_____/hr
Technician Compiles information and writes portions of report sections	_____/hr
Clerical Support Performs basic word processing, copying, and shipping tasks	_____/hr

V. ADDITIONAL INFORMATION TO ACCOMPANY PROPOSAL FORM

The following additional information must accompany this Proposal Form as detailed below. This additional information should not exceed fifteen (15) single-sided pages, exclusive of resumes.

1. Statement of Qualifications

Bidders are required to submit a Statement of Qualifications detailing the following information pertinent to the tasks being bid. The document should include the following:

- Description of the firm;
- Description of relevant activities related to the synthesis and reporting of information concerning the management of contaminated sediments. This information should demonstrate the firm's capability to successfully accomplish the tasks for this project; and
- Description of the key personnel that will perform the work (include brief resumes). Indicate the job category for each individual, using the list of categories included on the proposal submission form.

2. Familiarity with CSTF goals, objectives and activities.

The success of this project will be influenced by the ability of the contractor to rapidly understand and synthesize the key issues of concern for the CSTF, history of contaminated sediment management in the Los Angeles area, and the recent activities of the CSTF. This portion of the document should include the following information:

- Description of the firm's prior involvement and familiarity with CSTF activities, including participation in CSTF committees;
- Description of specific knowledge of Los Angeles contaminated sediment management issues gained through previous or ongoing activities in the area; and
- Any other specialized experience that makes the firm uniquely qualified to prepare the CSTF strategy report.

VI. BID EVALUATION PROCESS AND CRITERIA

Following the opening of bids, a review panel will evaluate and score the bids received. The review panel will be comprised of SCCWRP staff and CSTF members. The bids will be evaluated using the following criteria and scoring system. A maximum score of 100 points is possible

1. **Qualifications (40 pts).** Each bid will be rated on a scale of 0 to 40 points, based upon the capabilities of the organization to excel in this project. Factors to be considered in this portion of the score will include the ability to excel in completing the tasks specified in the Description of Work and prior experience with this type of project.
2. **CSTF Experience (30 pts).** Each bid will be rated on a scale of 0 to 30 points, based upon the experience and familiarity of the organization with the CSTF's objectives and activities.
3. **Price for Labor (30 points).** The rates supplied on the bid form will be combined in proportion to the expected percentage of time for each classification to produce a single reference rate. The lowest reference rate will receive the maximum score of 25 points, with higher rates receiving scores proportional to the lowest rate.

The bidder receiving the highest total score will be offered the opportunity to enter into a contract to perform the work. The contract will be in a time plus materials format, with the maximum cost for each task specified.

DRAFT

LOS ANGELES BASIN **CONTAMINATED SEDIMENT TASK FORCE**

CONTAMINATED SEDIMENT LONG TERM MANAGEMENT **STRATEGY**

OUTLINE

I. INTRODUCTION

- A. History and Nature of Problem
- B. Enabling Legislation and Mandates
- C. Goals and Objectives of Task Force
- D. Description of Scope of Problem

II. DESCRIPTION OF TASK FORCE ACTIVITIES

- A. Membership
- B. Structure and Functions
- C. Budget
- D. Summary of Meetings, Key Products, Activities or Milestones

III. DESCRIPTION OF DISPOSAL ALTERNATIVES

- A. Aquatic Disposal Options
- B. Upland Disposal Options
- C. Beneficial Reuse Options

IV. EVALUATION OF DISPOSAL ALTERNATIVES

- A. Environmental Considerations
- B. Cost Considerations
- C. Multi-user and Regional Site Considerations
- D. Identification of Toolbox of Practical Disposal Alternatives
- E. Criteria for Use of Each Disposal Alternative
- F. Procedure for Selecting Appropriate Disposal Alternative for Each Project

- V. DEVELOPMENT OF REGIONAL SEDIMENT SCREENING THRESHOLDS
 - A. Goals and Objectives
 - B. Technical Approach
 - C. Applicability
- VI. MANAGEMENT OF DREDGING AND DISPOSAL OPERATIONS
 - A. Description of Best Management Practices
 - B. Evaluation of Effectiveness of BMPs
 - C. Criteria for Use of Each BMP
 - D. Monitoring Requirements During Dredging and Disposal
- VII. WATERSHED MANAGEMENT AND SOURCE REDUCTION
 - A. Sources of Contaminants of Concern
 - B. Recommendations for Source Control Measures
- VIII. UNIFIED REGULATORY APPROACH
 - A. Development of Combined State/Federal Permit Application
 - B. Development of Streamlined Application and Evaluation Procedures
 - C. Adoption and Implementation of Long-Term Management Strategy
 - D. Evaluation of Need for Dredge Material Management Committee
- IX. FUTURE ACTIVITIES
 - A. Updates or Revisions to Long-Term Management Plan
 - B. Maintenance of Stormwater/Sediment Monitoring Electronic Database
 - C. Long-Term Monitoring of Confined Aquatic Disposal Site
 - D. Funding Issues