

**SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT (SCCWRP)
REQUEST FOR PROPOSAL**

INVENTORY OF TREATMENT WETLANDS IN SOUTHERN CALIFORNIA

I. INSTRUCTIONS TO BIDDERS

Three copies Bidder's complete Proposal to provide the services detailed are to be enclosed in a sealed envelope marked "Treatment Wetlands" and addressed to:

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

All supplemental materials requested within this Proposal must be attached to the Proposal. Any unauthorized conditions, limitations, or provisions attached to this Proposal may be 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 11:00 a.m. on November 12, 2004, at which time, the Administrative Officer will open the bids. Bids received by facsimile or E-mail will not be accepted.

All Bidders should inform SCCWRP in writing of their intention to submit a bid by October 25, 2004 via email (bryann@sccwrp.org), FAX (714.894.9699) or letter mail. Although this notification is not mandatory, it is necessary to ensure receipt of future updates to the bid notification. SCCWRP will hold a non-mandatory bidders meeting at 10:00 a.m. on October 25, 2004, at SCCWRP's office in Westminster. This meeting is intended to provide Bidders the opportunity to ask questions and request clarifications about this document. SCCWRP's responses to will be sent to the Bidders by E-mail and posted on the SCCWRP web site (www.sccwrp.org).

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

II. BACKGROUND AND GOALS OF STUDY

With the rising urbanization of the coastal watersheds of southern California, requirements for municipal control of runoff quantity and quality have created a demand for wetlands as effective, low-cost best management practices (BMPs) to improve surface water quality and attenuate storm flows. Concurrent with this need, wetlands and riparian areas have been rapidly

disappearing from the landscape, and those that remain are often highly degraded. As a result, there is increasing pressure to restore, enhance, and create natural or artificial wetlands with multiple objectives (i.e., habitat support, treatment of nonpoint source pollution, flood attenuation, and recreation). While the California Nonpoint Source (NPS) Plan calls for protecting and restoring wetlands and riparian areas and using vegetated treatment systems as a means to control NPS pollution, it also specifically states that wetlands and riparian areas should be protected from any adverse effects if they are harnessed to treat NPS pollution.

The potential risk to wildlife associated with using wetlands for treatment of nonpoint source runoff, and the trade-offs between habitat and water quality objectives is unquantified. As the number of proposals requesting bond money for treatment wetlands increases, and as municipalities propose to use wetlands to comply with requirements of their NPS and NPDES permits, there is an increasing need for more information on: 1) locations of existing and future treatment wetland projects, 2) effectiveness of treatment wetlands as a BMP for urban runoff, 3) circumstances where wetland BMPs for urban runoff are not compatible with wildlife beneficial uses, 4) modifications to siting, design or management criteria that will mitigate adverse impacts to wildlife, and 5) minimum recommended criteria to monitor treatment effectiveness and impacts to wildlife.

The Southern California Coastal Water Research Project was recently awarded a Prop 13 grant to gather information that will assist the Los Angeles, Santa Ana and San Diego Regional Water Quality Control Boards in addressing data gaps in the development of agency policy on the regulation of treatment wetlands. This project has the overarching goal of providing information on how to use treatment wetlands in managing urban runoff in a way that is compatible with wildlife. The three major technical tasks in this project include:

- 1) Document the locations and basic technical information on current treatment wetland projects in southern California;
- 2) Conduct a baseline habitat survey on a representative sample of treatment wetlands to evaluate wildlife beneficial use; and
- 3) Conduct a detailed study of treatment wetland effectiveness and compatibility with wildlife beneficial use.

III. CONTRACTOR SCOPE OF WORK

SCCWRP is requesting proposals from potential consultants to 1) create a treatment wetland inventory that documents the locations and basic technical information on current treatment wetland projects in southern California and 2) to provide basic technical expertise to SCCWRP on aspects of design and maintenance of constructed wetlands that influence treatment effectiveness and wildlife habitat value.

Task 1. Treatment Wetland Inventory

The purpose of the treatment wetland inventory is to provide a geographic information system (GIS)-compatible tool for staff of Regional Boards, state and federal agencies as well as

proponents of future projects to access information on location, treatment objectives, basic design parameters and contact information for existing treatment wetland projects.

To develop the inventory, the Contractor will 1) develop a detailed workplan that lays out how the work will be accomplished, 2) work with SCCWRP to define the attributes of the target population of “treatment wetland” projects and establish criteria for inclusion of projects in the inventory, 3) refine the data fields to be compiled in the inventory, 4) work with SCCWRP to design a GIS-compatible ACCESS database to accommodate the data, and 5) populate the database with data from a minimum of 40 projects.

“Treatment wetlands” as defined for this project may include: 1) constructed wetlands created for water quality enhancement (habitat incidental) and/or 2) constructed or natural wetlands created or restored to serve both as habitat and enhance water quality. Constructed wetlands under consideration are any type of free water surface system including stormwater retention ponds, wetland basins, channels with wetland bottoms, or wetland vegetation swale. Subsurface flow systems are not of interest. SCCWRP is seeking a balanced distribution of treatment wetland types in the inventory as well as a range in project age, geographic location, catchment land use of treatment wetland, and treatment wetland landscape position. The Contractor, in consultation with SCCWRP, will work to refine the attributes of the target population of treatment wetland projects and establish criteria for inclusion of projects in the inventory. The Contractor will work with SCCWRP to present these criteria to a technical workgroup for feedback before work on the inventory begins.

The geographic scope of the inventory primarily covers the areas served by the Los Angeles, San Diego, and Santa Ana RWQCBs, including San Diego, Orange, and Los Angeles Counties and parts of Ventura, Riverside and San Bernadino Counties. In the event that an insufficient number of targeted treatment wetland projects are available in this area, the Contractor may also gather data on additional projects in California, preferably in regions with semi-arid or arid climates.

SCCWRP will be responsible for designing an ACCESS database to accommodate the inventory data. However, the contractor will work with SCCWRP to refine the data fields to be compiled for the inventory. Data to be compiled will be compatible, when possible, with the International Stormwater BMP Database (www.bmpdatabase.org). Data of interest include: project summary information (including a brief description of current condition), project location and GIS information, sponsoring and monitoring agency contact information, watershed general information and catchment land use, design data and diagrams, frequency and type of monitoring data collected, maintenance activity types and frequency, and site photos.

The Contractor will be responsible for locating candidate treatment wetland projects, compiling existing data on the sites, performing a site visit to generate a description of current condition, take sites photos and collect GPS coordinates, and populating the database with the compiled data. To locate candidate treatment wetland projects, the contractor, with the assistance of SCCWRP, will coordinate with county stormwater agencies, state and federal agencies, and other agencies or organizations to access the relevant information, get permission for site access, etc. The Contractor will periodically meet with SCCWRP to review candidate treatment wetland projects and agree on inclusion in the inventory.

Task 1 Contractor deliverables will include:

1. Detailed workplan;
2. Quarterly written updates of the progress of the study to the SCCWRP
3. Technical memo detailing inventory objective, target treatment wetland projects, including definition of types, and criteria for inclusion in the inventory;
4. Treatment wetland inventory database user documentation, including definitions of parameters of parameters and explanation of data fields;
5. ACCESS database populated with data from a minimum of 40 treatment wetland projects; and
6. Technical memo summarizing population of treatment wetland projects (distribution of treatment wetland types, age, geographic locations, etc.).

Proposals should include a schedule of time required complete the work. SCCWRP would like the technical memo detailing target treatment wetland projects (item 2 above) within 2 weeks of signing a contract and a complete database no later than March 15, 2005.

Task 2. Technical Advice on Constructed Wetland Design and Maintenance

SCCWRP will retain the Contractor, on an as-needed basis, to provide technical advice on issues relating aspects of design and maintenance of constructed wetlands that influence treatment effectiveness and wildlife habitat value. Proposals should include billing rates and qualifications for individuals who would be providing these services to SCCWRP.

II. SPECIAL REQUIREMENTS AND INSTRUCTIONS

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

General

The Contractor is required to comply with all general terms and conditions, certifications, assurances, provisions, laws, and regulations of State Water Resources Control Board Contracts.

Insurance

The Contractor 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.

Determination of Satisfactory Progress

Satisfactory progress will be determined through quarterly reports. These reports may be in written form, or at the request of SCCWRP, in the form of a presentation.

Billing and Retention

The Contractor shall provide invoices for work completed on a monthly basis. SCCWRP shall have the right to retain from the Contractor's 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.

Ownership

All interim, draft, and final documents, studies, graphics, maps, photographs, computer models, data sets, and reports prepared by the Contractor will be developed using public funds and are intended for public use. Public documents/products lose their status as privileged and proprietary and may not be used for proprietary development or profit.

Length of Contract

The term under this contract will be approximately 9 months. The proposal selected will be finished by June 2005.

V. PROPOSAL SUBMISSION

Length and Content of Proposal

Proposals are limited to 10 single spaced pages (Times New Roman, 12-point font), exclusive of team qualifications, resumes and budgets. Bidders must submit three copies of the entire proposal package.

Content should address the following:

- 1) **Technical approach** for the Task 1 of the study (Treatment Wetland Inventory), including how the proposed approach meets the goals described in "Contractor Scope of Work." Bidders should specifically detail their plan for locating candidate treatment wetland projects, the number of projects anticipated and their rationale for this number.
- 2) **Schedule of Deliverables** for Task 1 of study with designation of intermediate milestones for appropriate subtasks.
- 3) **Qualifications and experience** of the personnel that will be working on the proposed project, as relevant for both Task 1 and Task 2. Minimum qualifications include 1) experience working on the siting, design, construction and maintenance of constructed

wetlands (free surface water systems) in arid or semi-arid environments and 2) capacity to enter data and problem-solve technical issues in a Microsoft ACCESS database.

Additional Information to Accompany Proposal Form

Budget

Bidders should submit a detailed cost proposal for activities related to Task 1 (Treatment Wetland Inventory). Bidders should still submit costs for each identified subtask as well as a total cost for their proposal. These costs will be considered firm fixed fee proposals. The proposed budget should be included as a separate page(s) from the technical proposal. Detailed budgets for each study element outlining the proposed expenditures may be requested by SCCWRP from the winning Bidders.

In a separate section, Bidders should submit billing rates for individuals who would provide technical advice to SCCWRP on constructed wetland design and maintenance (Task 2).

Qualifications and Team Organization

Include resumes for principal personnel who will participate in study for both Tasks 1 and 2.

VI. BID EVALUATION PROCESS AND CRITERIA

Following the opening of bids, a review panel will evaluate the bids using the following criteria and scoring system. A maximum score of 100 points is possible.

1. Study approach. Each study approach will be rated based on the likelihood that it will meet the requirements of the study described in **Contractor Scope of Work- Task 1.** (30 pts.)
2. Qualifications and experience. Proposals will be rated based upon each bidder's qualifications and experience. (35 pts)
3. Cost. Each Bidder will be rated on its proposed cost of the study approach. (30 pts)
4. Schedule. Each bidder will be rated on how realistic its proposed schedule is for the completion of the study. (5 pts)