

**Proposal prepared by Brad Damitz
For San Mateo County Harbor District (District)
March 06, 2020**

Project Background:

This proposal is to complete all aspects of project management for the completion of the Surfers Beach Restoration Pilot Project (project) and Pillar Point Harbor-Wide Eelgrass Mitigation Program. It also includes obtaining long-term permits for Pillar Point outer harbor dredging (including launch ramp maintenance dredging).

Total proposed contract cost Not to Exceed: \$64,500

Detailed Scope of Work and cost breakdown by task is included below:

A. Stakeholder Collaboration and Public Outreach:

1. Facilitate and coordinate Technical Advisory Group
 - Prepare for meetings and develop necessary meeting materials (PowerPoint presentation, handouts). Send out invites and coordinate RSVPs.
 - Facilitate meetings and conduct follow up tasks (e.g. summary notes, actions, etc.).
 - Solicit input and review individually from TAG members.

2. Meetings with stakeholders:
 - Discuss opportunities for collaboration in Project planning and implementation (City of Half Moon Bay, County of San Mateo, Caltrans).
 - Ensure partners are aware of plans and have opportunity to be involved.
 - Discuss opportunities for public involvement with Project and eelgrass mitigation monitoring.

3. Coordinate outreach to general public:
 - Maintain an overall outreach list and send out meeting announcements, updates, etc. as needed (e.g. when CEQA docs are available for review).
 - Participate in three (3) District Climate Change Resilience Committee public meetings to provide project updates and solicit input from Harbor Commissioners and other meeting attendees.
 - Provide update presentations at District Board meetings, including two (2) during project planning and one following project construction.
 - Hold one (1) public workshop at HMBYC
 - Regularly update District's Surfers Beach project webpage

Not to exceed 160 hours @\$100/hr. rate = **\$16,000**

B. Permitting and Agency Consultation:

1. Collaborate with permitting agencies and technical contractors to acquire all necessary permits and consultations including: Monterey Bay and Greater Farallones National Marine Sanctuaries; U.S. Army Corps of Engineers; U.S. Environmental Protection Agency; National Marine Fisheries Service; U.S. Fish and Wildlife Service; California Coastal Commission; California State Lands Commission; California Department of Fish and Wildlife; San Francisco Regional Water Quality Control Board; Caltrans; County of San Mateo, and; City of Half Moon Bay.
2. Convene permitting site visits as needed with permitting agency staff to address permitting requirements, establish acceptable project parameters, and identify effective mitigation measures.
3. Collaborate with agencies to develop and implement Harbor-wide Eelgrass Mitigation Program.
4. Complete and submit permit applications and project notifications.
5. Complete and submit necessary post-construction reports and provide follow-up information to permitting agencies as required in permit special conditions.

Not to exceed 240 hours @\$100/hr. rate = **\$24,000**

C. Environmental Documentation:

1. Oversee and coordinate CEQA process to meet all requirements for Project permitting and implementation (including eelgrass mitigation program). Complete the Initial study/Mitigated Negative Declaration for the project.
2. Coordinate other necessary studies, surveys, etc. needed for permitting process and Project completion, including eelgrass surveys completed pre and post construction, sediment sampling & analysis, Biological Assessment, and other surveys listed in task I below.

Not to exceed 55 hours @\$100/hr. rate = **\$5,500**

D. Project Monitoring Plan:

1. Work with permitting and natural resource agencies to determine requirements and protocols for monitoring.
2. Collaborate with biologists, geologists, regulatory agency staff and other experts to develop a Biological and Physical Monitoring Plan for the Project and the eelgrass mitigation program.
3. Ensure contracts are in place for conducting physical and biological monitoring prior to project construction.

Not to exceed 40 hours @\$100/hr. rate = **\$4,000**

E. Other Project Management Tasks:

1. Maintain a detailed work plan and master timeline/project schedule that lays out the specific tasks and milestones of the planning phase through project construction and post-construction monitoring.
2. Coordinate with San Mateo County Harbor District Staff and Board of Harbor Commissioners on all aspects of the project.
3. Coordinate with California Coastal Sediment Management Workgroup (CSMW) to provide updates and solicit input on Project planning. Attend CSMW meetings as necessary.
4. Coordinate with Project Design/Engineering team, regulatory agencies, and District staff to further develop project design and plans.
5. Conduct individual meetings/interviews with technical experts to obtain design input and Project and eelgrass mitigation program guidance.
6. Coordinate pre and post construction bathymetric surveys.
7. Prepare Project case study report per grant requirements.

Not to exceed 45 hours @\$100/hr. rate = **\$4,500**

F. Invitation for Bids (bid documents) and Construction Coordination:

1. Work with District staff and engineering consultants to finalize technical specifications and prepare all bid documents.
2. Coordinate with/assist District and PPH staff to complete the Public Bid process, including developing necessary documents to solicit proposals, responding to inquiries and developing addenda, distributing bid documents, coordinating a mandatory pre-bid meeting/site visit.
3. Conduct project oversight to ensure that contractors are complying with all permit conditions and the requirements in the District's contract. (including submitting Notice of Intent to Commence On-Site Work, reviewing BMPs, meeting reporting requirements, etc.). Visit site prior to, during, and after construction activities as necessary for documentation and to ensure permitting requirements are being met.

Not to exceed 60 hours @ \$100/hr. rate = **\$6,000**

G. Explore and Recommend Funding Sources and Pursue Grants:

1. Identify promising funding sources and assist District staff in applying for grant funding to support Project construction and eelgrass mitigation program.
2. Explore opportunities for cost-sharing with other jurisdictions and potential project beneficiaries including Caltrans, County of San Mateo, and Half Moon Bay.

Not to exceed 45 hours @ \$100/hr. rate = **\$4,500**