

**CALIFORNIA STATE COASTAL CONSERVANCY**

**REQUEST FOR QUALIFICATIONS:**  
Independent Study Coordinator

San Francisco Bay Sand Mining Technical Advisory Committee and  
Independent Science Panel

**May 10, 2018**



## I. Introduction

The California State Coastal Conservancy (SCC) is seeking qualifications of potential environmental services contractors to provide technical assistance, facilitation and coordination services to a science-based technical advisory committee to study the physical effects of mining sand on San Francisco Bay and Outer Coast of California. SCC is releasing this Request for Qualifications to find a qualified contractor to provide these services as an Independent Study Coordinator, as described more fully below. SCC will negotiate and manage this contract on behalf of the San Francisco Bay Conservation and Development Commission.

The SCC is a non-regulatory state agency that works to preserve, improve, and restore the natural resources, agricultural lands, watersheds, urban waterfronts, public access and recreation along the Pacific coast and the San Francisco Bay shoreline and its adjacent counties.

## II. Background.

Aggregate and sand mining has been conducted in San Francisco Bay for over one hundred years. Currently sand mining activities take place in the western portion of Central San Francisco Bay and in the Suisun Bay Channel areas. The sand is mined by barge to fill orders for specific volumes and grain sizes. It is used to make concrete, asphalt, as backfill for utility trenches and general fill, as well as used in roads, bridges, buildings and other construction purposes. Sand for these purposes can be supplied by land-based quarries, imported from other countries using large, ocean-going vessels, and by mining from the San Francisco Bay.

In 2015, three Bay Area sand mining companies, Hanson Marine Operations (Hanson), Lind Marine Incorporated (Lind) and Suisun Associates, a joint venture partnership between Lind and Hanson, obtained permits from the San Francisco Bay Conservation and Development Commission (BCDC) to mine up to a total of 1.146 million cubic yards (mcy) of sand over a ten-year period ending in 2025. As a condition of these permits the companies will contribute \$1.2M in funds to support studies and research on the impacts of sand mining, its sustainability in the Bay and effects to the outer coast offshore from San Francisco Bay. BCDC's permits for the mining activities outline the formation of a *Sand Studies Technical Advisory Committee* (Technical Advisory Committee), and the hiring of an *Independent Study Coordinator*, and formation of an *Independent Science Panel* (Science Panel) to guide the selection of study proposals, and research. The funds are deposited in the Coastal Trust Fund administered by the SCC, which will manage the contracts associated with this effort. The Technical Advisory Committee consists of the mining companies' representatives, regulatory and resource agency representatives, and appropriate stakeholders.

Sediment dynamics in the Bay are complex and change over time. The Bay sediment system has been erosional during some periods and accretive in others. In addition to its natural variability, humans have greatly modified sediment dynamics in the Bay and Delta through hydraulic gold mining and modifications to waterways, including navigation dredging, aggregate mining, dams and flood control measures. The Gold Rush drastically increased sediment inputs to the Bay,<sup>1</sup> but by 1999, this pulse of sediments had largely moved into and/or through the Bay system. Sand, which primarily moves through bedload, has been identified as a limited resource in the region and concern has been raised regarding sand mining activities in the region. Due to the nature of

---

<sup>1</sup> Grove, Karl, *Hydraulic-Mining Debris in the Sierra Nevada*, US Government Printing Office, 1917.

the mining activity, that it occurs in deep water, and the Bay's complicated sediment transport system, more information is needed regarding mining's effects on Bay resources, including impacts to the bay bottom, sand reserves, subtidal habitats, and Bay and coastal beaches.

In order to increase the understanding of the Bay's physical system and sand mining's potential impacts on it, the Technical Advisory Committee has developed management questions that will guide analysis of existing information, and new research into the Bay's physical processes related to sand transport, and mining's impacts. Tentatively, the overarching management questions include:

- 1) Is sand mining at existing lease areas, at permitted levels, having a measurable or demonstrable impact on sediment transport and supply within San Francisco Bay or the outer Coast?
- 2) What are the anticipated physical effects of sand mining at permitted levels on sand transport and supply to San Francisco Bay and the outer coast?
- 3) Are there other feasible sand mining approaches to consider in San Francisco Bay?

### **III. Independent Study Coordinator**

The contractor, acting as the Independent Study Coordinator (Coordinator), will take direction from SCC and BCDC staff, with input from the Technical Advisory Committee . The Coordinator will work with SCC, BCDC, and the Technical Advisory Committee to assemble an Independent Science Panel, a small technical group of five to seven regional sand science experts (consultants and/or academics) who will assess and make recommendations on the prioritized sand studies to pursue. The Coordinator will assist SCC and BCDC with coordination for the implementation of those future studies.

The Coordinator may be an individual or team and will organize and facilitate meetings of the Technical Advisory Committee and the Science Panel; communicate between various entities; assist in drafting requests for Science Panel participants and for study proposals; and provide meeting summaries, among other tasks described below.

The Coordinator will also provide technical assistance to the Science Panel which will consist of independent scientists with expertise in the subject area being considered. The Science Panel will recommend the type and scope of studies needed to address the management questions, as well as review: (1) the study design and plans for their ability to address the management questions; and (2) the study results, conclusions, and recommendations. The Coordinator will draft findings collaboratively with the Science Panel and work with the SCC to contract for and manage the studies.

### **IV. Request for Qualifications and Services.**

The purpose of this Request for Qualifications (RFQ) is to evaluate the technical merit and skills of qualified proposals and select a suitable contractor to carry out the following work as the Coordinator for the Technical Advisory Committee and Science Panel . The SCC will enter into a contractual agreement with a successful applicant for Coordinator position. Please see Attachment A for SCC's Standard Contract Terms and Conditions. This position is funded solely

by financial contributions by Hanson and Lind as a condition of their BCDC permits, but the position will include coordination with BCDC, and will be responsible to SCC. Applicants are therefore requested to propose the best technical skills and merits to meet BCDC and SCC requirements, while ensuring a high level of service.

#### **IV. Position Requirements and Application Process.**

This section is a preliminary list of the tasks to be performed under the contract and expected deliverables. However, other tasks and deliverables may be necessary to complete the work required under this solicitation.

##### **Deliverables.**

- Assistance with selection and securing Independent Science Panel participants;
- Coordinate meetings for the Technical Advisory Committee and Science Panel (estimate of one full day meeting and up to five, three hour meetings), prepare meeting agendas and supporting documents;
- Write and distribute meeting summaries;
- Draft technical Scopes of Work and Schedules for the studies to be completed within a 5-year time-frame; and
- Status update reports/presentations to SCC and BCDC board/staff, and other stakeholders

##### **Tasks.**

- Advise on Science Panel participant identification and selection;
- Set up and coordinate meetings for Technical Advisory Committee and Science Panel;
- Facilitate communications among BCDC, SCC, the Technical Advisory Committee and the Science Panel members
- In partnership with the Technical Advisory Committee and Science Panel guide study selection, development and execution;
- Develop of Requests for Proposal for studies answering the sand management questions
- Provide project management support
- Track study milestones, due dates and timelines to ensure timely completion
- Write meeting summaries and findings
- Provide editing support for technical studies
- Develop study status reports
- Maintain document filing system to allow participant to share and access study findings.

##### **Selection Criteria.**

A successful candidate will be selected based on the following selection criteria.

- Experience with scientific investigations and environmental consulting
- Record of planning and project implementation ability
- Effective writing and verbal presentation skills
- Quality of performance history
- Knowledge of and experience with the San Francisco Bay and sand habitat
- Clear organization ability
- Flexibility and creativity

- Significant stakeholder and public involvement in process proposal
- Knowledge of current local, state and federal environmental regulations related to sand mining
- Commitment to providing a single project manager/program manager as primary point of contact for all work
- Minimum possess a baccalaureate degree from nationally accredited institution in environmental, Geotechnical or Civil Engineering or similar physical, biological or engineering discipline
- Relevant work experience with the last three to five (3-5) years serving as lead project manager
- Ability to comply with SCC contracting requirements and be qualified to do business in the State of California

### **Other Requirements:**

In addition to the Selection Criteria requirements outlined above, the following requirements apply:

1. Project Office: The applicant should be located in the San Francisco Bay Area.
2. Contract Negotiations: A copy of the SCC standard contract provisions is provided in Attachment A. *There are contract provisions that may affect the cost of the work.* The SCC will enter into contract negotiations with the highest ranked applicant following submittal of statement of qualification/statement of approach and interviews.
3. 10% Withholding: The consultant will be paid for its actual time and expenses up to the amount provided for each task in the final project budget. The consultant should anticipate that ten percent (10%) will be withheld on each task, until all work for that task is completed to the satisfaction of the SCC. The SCC must also approve all interim work products before payment. If the contract is extended for multiple years, the SCC and the consultant will identify appropriate milestones that can trigger the release of the 10% withholding prior to the conclusion of all work.
4. Proposal Format: The written submittal must be printed double-sided on 8.5-inch by 11-inch pages, in Times New Roman 12 point font, with the elements required below.

### **Submission Requirements**

Applicants should submit a thoughtful, clear, well-organized proposal package that includes the components listed below. Expense incurred by the respondents in replying to the RFQ or in making any appearance before the review committee are at the respondents own expense and risk.

Proposals should address the Selection Criteria and include the following:

- Qualifications and resume

- A discussion of your knowledge of, and ability to work with scientists; an understanding of estuarine physical processes related to sand and sediment transport and related issues a plus;
- Proposed methodology and strategy to achieve deliverables;
- Proposed time line (work is expected to be complete by 2023);
- Examples of your best work that might be comparable to this project;
- A written statement indicating whether your firm’s current or proposed employees are, or have not been, under investigation or review by any governmental authority or similar agency in the past five years;
- A written statement indicating that the information you provide will be a free resource to all communities and therefore not proprietary.
- A statement concerning the firm’s potential conflicts of interest with respect to performing the work under the contract

The proposals, along with statements of qualifications and performance data on file with the BCDC and SCC or submitted with the proposal, will be reviewed by representatives of SCC and BCDC. SCC and BCDC staff will conduct further discussions with at least three applicants before ranking applicants and seeking to negotiate a contract with the highest-ranked applicant. The consultant will be hired under contract to the SCC. The SCC will attempt to negotiate a contract with the best qualified applicant at compensation that the SCC determines is fair and reasonable to the State of California. If the SCC is unable to do so, negotiations with that applicant will be terminated and negotiations will then proceed in the same manner with the other applicants on the list in order of ranking. If the SCC is unable to negotiate a satisfactory contract with any of the selected applicants, the SCC may select additional applicants and continue the negotiation process.

The Conservancy anticipates that a decision on the best qualified applicant will be made according to the following schedule:

**Deadline for Submission**

Interested parties should submit a response to this RFQ, **by 5:00 p.m. on June 6, 2018.**

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFQ advertised	May 10- June 6, 2018
Pre-proposal conference	May 24, 2018
Submission Deadline	June 4, 2018
Oral interview (if necessary) with firms selected for further consideration	Week of June 11, 2018
Final Selection Notification	June 30, 2018

**Submittal**

Submittals should be emailed to Marilyn Latta at [marilyn.latta@scc.ca.gov](mailto:marilyn.latta@scc.ca.gov), AND mailed hard copy to:

State Coastal Conservancy  
Attn: Marilyn Latta, Project Manager  
1515 Clay St, 10th Floor  
Oakland CA 94612  
[marilyn.latta@scc.ca.gov](mailto:marilyn.latta@scc.ca.gov)

The written submittal must be printed double-sided on 8.5-inch by 11-inch pages, in Times New Roman or Tahoma Font, with a font size no smaller than 11 point. Please convert your document to a single PDF file before emailing, and send a hard copy of the full PDF.

The proposals, along with statements of qualifications and performance data on file with the BCDC and SCC or submitted with the proposal, will be reviewed by representatives of SCC and BCDC. SCC and BCDC staff will conduct further discussions with at least three applicants before ranking applicants and seeking to negotiate a contract with the highest-ranked applicant. The Conservancy anticipates that a decision on the best qualified applicant will be made by June 30, 2018.

**Point of Contact:** Marilyn Latta, SCC and Brenda Goeden, BCDC

Marilyn Latta, Project Manager  
State Coastal Conservancy  
1515 Clay St, 10th Floor  
Oakland CA 94612  
[marilyn.latta@scc.ca.gov](mailto:marilyn.latta@scc.ca.gov)

Brenda Goeden, Sediment Program Manager  
San Francisco Bay Conservation and Development Commission  
455 Golden Gate Ave. Suite 10600  
San Francisco, CA 94102  
[Brenda.goeden@bcdc.ca.gov](mailto:Brenda.goeden@bcdc.ca.gov)

### **Pre-Proposal meeting**

There will be an informational meeting held on May 24 from 1:30-2:30 pm at the SCC offices in Oakland. This meeting is optional to attend, but we do require RSVP's to [marilyn.latta@scc.ca.gov](mailto:marilyn.latta@scc.ca.gov).

### **Proposal Review, Interview and Selection**

Proposals will be reviewed upon receipt and interviews of top three candidates will be scheduled in June 2018. It is anticipated that final selection will be completed by June 30, 2018 and that work will begin no later than September 1, 2018.

Potential consultants will be ranked based on the following criteria:

- 1) Satisfaction of the General SCC Requirements of this solicitation.
- 2) Demonstrated competence, especially in terms of the factors identified in the Selection Criteria specified above.
- 3) Specialized qualifications for the services and specific tasks to be performed.

The contract will be awarded without discrimination based on color, race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, genetic information, or disability.

The consultant will also be required to comply with the standard contract provisions provided in Attachment A. The SCC reserves the right to vary the contractual requirements and the parties may negotiate terms that are different from those contained in Attachment A.