

# REQUEST FOR PROPOSALS & STATEMENT OF QUALIFICATIONS

## TOLAY LAKE REGIONAL PARK

### MASTER PLAN

February 06, 2012

#### **Introduction**

The Sonoma County Regional Parks Department (SCRPD) is requesting proposals and statements of qualifications for a qualified consultant to complete analysis, planning, and preparation of the Tolay Lake Regional Park Master Plan and environmental document for a major regional park in Sonoma County. The project is to complete a comprehensive master plan for two unique properties, Tolay Lake Regional Park and Tolay Creek Ranch (“Properties”). They are adjacent properties totaling 3,434 acres located between the City of Petaluma and Sonoma Valley. Together the Properties encompass the majority of Tolay Valley, including ridges, creeks, grasslands, farmland, wetlands, a freshwater lake, and extensive prehistoric and historic cultural resources.

The Properties have great potential for public recreation, educational programs, open space preservation, agricultural heritage, and the protection and interpretation of extraordinarily significant archaeological sites. The Properties provide unique, sweeping views towards San Pablo and San Francisco Bays, the Petaluma River, and interior Sonoma County. The creation of this park is eagerly awaited by the residents of the county and adjacent communities. The facilitation of community participation in the process of preparing the master plan is a key element of this project and one of the primary tasks for the selected consultant.

The prehistoric archeological significance of the Properties cannot be overstated. Tolay Valley was a major gathering location and spiritual center for Native Americans, particularly ancestors of the Federated Indians of Graton Rancheria (FIGR). Regional Parks and the FIGR have worked closely since the acquisition of the Properties to manage the prehistoric cultural resources. Through this collaboration, FIGR and the County have developed a shared vision of expanding appropriate access, interpretation, and education of the cultural resources while simultaneously restoring and enhancing the ecological systems. FIGR’s expertise, commitment to Tolay Lake Regional Park, ability to assist in the environmental review process, and financial support has been crucial to realizing public access. The County and the FIGR entered into a formal cooperating agency relationship in 2011 to achieve this shared vision.

In addition, the State Coastal Conservancy has provided significant funding for many aspects of the Tolay Lake Regional Park, including this master planning process. Without the support from the State Coastal Conservancy and the Federated Indians of Graton Rancheria, the park master planning process would not be possible.

#### **Project Background**

In September 2005, the Sonoma County Agricultural Preservation and Open Space District (SCAPOSD) and their partners acquired the 1,769 acre Tolay Lake Ranch (also known as the Cardoza Ranch) for \$18 million. The primary purpose of the acquisition was for ecological protection, lake restoration, and low-intensity recreational use. The property was subsequently transferred to SCRPD for planning and development of a regional park. The acquisition partners included California Department of Fish and Game, Wildlife Conservation Board, Land & Water Conservation Fund, National Oceanic & Atmospheric Administration, State Coastal Conservancy, State Parks, Regional Parks Foundation, and private business and individual donors. The SCAPOSD holds a conservation easement over the entire Tolay Lake Ranch. The

Wildlife Conservation Board holds a conservation easement over the approximate area of Tolay Lake.

Following acquisition of the Tolay lake Ranch Property in 2006, SCRPD initiated a programmatic master plan process for several reasons, including providing the basis to modify the Cardoza's water right application for vineyard development. The process included issuing a Notice of Preparation, hosting several community meetings, drafting an Initial Study, and taking it to the Sonoma County Environmental Review Commission (ERC).

In 2006, the Conceptual Master Plan & Water Right Application Initial Study was prepared in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Section 23A-12 of the Sonoma County Code Chapter 23A – Environmental Quality Act of 1970. Implementation requires that an Initial Study be prepared for public projects that are not exempt from CEQA and that the Initial Study are referred to the Environmental Review Committee (ERC). Section 23A-13 authorizes the ERC to, among other things, determine whether a Negative Declaration or an Environmental Impact Report (EIR) should be prepared for the project. ERC determined that an EIR is the appropriate environmental document for the Tolay Lake Regional Park Project.

In 1996, the former property owners, the Cardozas, filed water right application 30558 for the right to collect 1,100 acre-feet of water in three proposed off stream reservoirs and two existing on-stream reservoirs. The principal purpose for the water under the 1996 application was for irrigation and frost protection of 1,500 acres of vineyard, including ten acres of existing vineyard and 1,490 acres of proposed vineyard.

A major goal of the Tolay Lake Ranch acquisition was for the restoration of Tolay Lake as a seasonal, shallow water lake whose function is primarily to benefit wildlife. The SCAPOSD and Wildlife Conservation Board (WCB) conservation easements describe the recreational uses of Tolay Lake to be limited to wildlife-compatible uses. Therefore, in 2007, Regional Parks petitioned the State Water Resources Control Board to change the place of use of the requested water-right, the points of diversion, and the associated overall project description to allow for the development of a regional park and the restoration of Tolay Lake instead of vineyard development. The petition and amended application seek the right to maintain the two existing on-stream reservoirs (Upland Ponds – “Vista Pond” and “Fish Pond”), located on Cardoza Creek, and restoration of Tolay Lake. Other proposed uses include wildlife enhancement, fire protection, recreation, domestic use, stock watering, and dust control.

Numerous lake restoration design parameters have been identified through previous studies, existing laws, and agreements. Several of the known parameters are the seasonality of the lake, the maximum elevation of the lake, the approximate location for some of the necessary engineering features, the approximate footprint of the restored lake, and the strong desire to minimize disturbance to the lakebed for restoration. More detailed information is available in the studies, water right applications on Regional Parks' website, and will be discussed at the project pre-bid site visit. This RFP includes lake restoration design services, but not water rights engineering services. The Master Plan Consultant will collaborate with Regional Parks' partners including Federation Indians of Graton Rancheria (FIGR), a water rights legal team, and engineers specializing in water rights to design the lake restoration in sufficient detail for project approval.

In 2008, the Sonoma County Board of Supervisors adopted the Interim Public Access Permit Program (Interim Plan) and Initial Study for the Tolay Lake Regional Park. The purpose of the Interim Plan is to allow public access on a portion of the property without making any significant modifications in the interim period while the Master Plan is being prepared. Under the Interim

Plan a permit program was developed that requires the public to attend an orientation session on the appropriate uses and stewardship of the land.

In December 2007, the Sonoma Land Trust (SLT) and their partners purchased the adjacent 1,665 acre property "Tolay Creek Ranch" (formerly a portion of the Roche Ranch) for \$13 million. The acquisition partners included the SCAPOSD, State Coastal Conservancy, the Gordon and Betty Moore Foundation, and the Wildlife Conservation Board. The SLT anticipates transferring the Tolay Creek Ranch to SCRPD for long-term ownership and management as part of Tolay Lake Regional Park, sometime in the near future. This RFP encompasses both the Tolay Lake Ranch property and the Tolay Creek Ranch property. The SLT is a key partner with Regional Parks in the development of the Master Plan.

The property's conservation value is broad in part due to its location between the southern Sonoma Mountains and the tidal areas of San Pablo Bay. Habitats on the property consists of moist grasslands, extensive wetlands, serpentine grasslands, approximately 5 miles of Tolay Creek and other riparian corridors, open meadows, and oak woodlands. The property provides habitat for numerous species, including several state and federally listed species such as golden eagles, the Opler's longhorn moth, Callippe's silverspot butterfly, Myrtle's silverspot butterfly, Prairie falcon, western pond turtle, and northern burrowing owl.

The property connects via two different conservation easements to approximately 20,000 acres of state, federal, county, and privately protected lands with a biologically rich seasonal wetland and tidal wetland complex. This land conglomerate represents one of the only remaining undeveloped natural freshwater to salt marsh ecosystems and connects Tolay Lake to San Francisco Bay.

Another distinctive aspect of the property is the agricultural heritage. The property has important agricultural soils and agricultural history. It was one of the few properties in Sonoma County with sub-irrigated soils and countless crops have been grown there. Regional Parks has continued agricultural on most of the property, with the exception of Tolay Lake where agriculture is prohibited by conservation easements. Additional information about the agricultural heritage can be found in the Cultural Resource reports, available on the Regional Parks website.

The County has established a web site for this project at <http://www.sonoma-county.org/parks/rfp.htm>. The website is the source for attachments, updates, amendments, and additional important background information regarding this RFP. Interested parties must subscribe to the RFP at this web site. Regional Parks plans to use the web site as the primary method to distribute additional information or notify potentially interested parties of new information regarding this RFP.

The following list of documents is available on the website:

1. Biological Resources Study – Tolay Lake Regional Park  
Prepared by LSA Associates, Inc., April 2009
2. Biological Resources Study – Tolay Creek Ranch  
Prepared by LSA Associates, Inc., May 20, 2009
3. Tolay Lake Regional Park Rangeland Resources Study  
Prepared by LSA Associates, Inc., March 13, 2009
4. Baseline Geomorphic Assessment of Tolay Creek  
Prepared by Joan Florsheim, Geology Department, University of California, Davis, June 2009

5. Hydrologic Feasibility Analysis for the Tolay Lake Ranch Property  
Prepared by Kamman Hydrology & Engineering, Inc., December 2003
6. Deed and Agreement by and between County of Sonoma and The Sonoma County Agricultural Preservation and Open Space District – Tolay Lake Ranch Conservation Easement, September 27, 2005
7. Conservation Easement Deed – Wildlife Conservation Board, September 23, 2005
8. Environmental Site Assessment – Limited Phase 2 Report of Investigation – Tolay Lake Ranch  
Prepared by EBA Engineering, September 8, 2004
9. Feasibility Analysis for the Restoration of Tolay Lake – Final Report  
Prepared by Ducks Unlimited, Inc., March 2005
10. Tolay Lake Regional Park Interim Access & Resource Management Plan – Initial Study  
Prepared by Sonoma County Regional Parks, August 2008
11. Tolay Lake Regional Park Initial Study – Conceptual Master Plan & Water-Right Application  
Prepared by Sonoma County Regional Parks, September 05, 2006
12. Tolay Creek Riparian Enhancement Plan  
Prepared by West Coast Watershed and Rob Evans & Associates, November 2009
13. Building Inspection Report - 5869 Cannon Lane, Petaluma, California 94954  
Prepared by American Home Inspection, May 24, 2004
14. Roche Ranch Conservation Easement Baseline Documentation  
Prepared by Circuit Rider Productions, Inc., December 2007
15. Petition to Amend Water Right Application – September 21, 2006
16. Notice of Petition for Change in Points of Diversion, Points of Rediversion, Purpose of Use and Place of Use Petition Filed September 25, 2006
17. Water Availability Analysis Appropriative Application 30558  
Prepared by Napa Valley Vineyard Engineering, April 1, 2008; Revised February 18, 2009
18. Tolay Lake Regional Park Baseline Documentation  
Prepared by Circuit Rider Productions, Inc., June 2006

All of the documents and resources listed above are available on-line at the website link provided in the e-mail Request for Proposals. In addition, the Cultural Resource Study for Tolay Lake Ranch and Tolay creek Ranch are on file with the Northwest Information Center. 150 Professional Center Drive #E Rohnert Park, CA 94928.

Other documents that will be available to the successful consultant include;

- Complete Cultural Resource Study and additional various cultural resource data
- Various geotechnical data
- Septic inspection report
- Various bird survey data
- 2006 Master Plan workshop materials

## **Scope of Work**

For purposes of this proposal, the following general tasks have been identified. The target schedule associated with each task is indicated in italics. The target schedule is an approximation; the schedule in the Consultant's proposal can vary from the target schedule if the prospective Consultant feels that this timeframe is unrealistic. However, Regional Parks is committed to completing the scope of work in less than two years, although the final approval of the environmental document might take additional time. Please note that some or all elements identified below may be refined or modified during contract negotiations with the selected consultant.

### **Task 1. ASSIMILATE SITE & SITE ASSESSMENT MATERIALS ..... WEEK 1 THROUGH 4**

An extensive amount of background material for this project is available. Consultant shall analyze the existing material and other confidential material available to the selected consultant. Consultant shall work with Regional Parks to determine additional resource studies required to complete the scope of services.

**Deliverables:** Proposals for additional studies and related information needed to complete the scope of services as outlined in this RFP.

### **Task 2. HISTORIC STRUCTURE REPORT ..... WEEK 1 THROUGH 8**

The consultant shall prepare a historic structure report (HSR) for the 15 existing buildings located in the park center that will be used to guide the conservation of protected historic resources, options for building reuse, as well as for the long term operation and management of the property. The HSR will be informed by the existing historical research. A specific scope of services for HSR is included with this request for proposals as Attachment A and should be included in the consultant's proposal.

The Consultant shall assess the buildings for outlining options and making recommendations where appropriate for re-use, preservation, and/or replacement of the structures. Buildings shall be assessed for building code compliance including accessibility (Title 24, California Building Code and ADA), seismic and structural integrity, and fire code within the context of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**Deliverables:** Historic Structure Report. See Attachment A.

### **Task 3. DETERMINE GROUNDWATER AVAILABILITY ..... WEEK 1 ONWARD\***

The Properties are located within a Marginal Water Availability Area, as defined by the County planning department. The property contains no wells and has limited domestic water from springs. The springs appear to not be sufficient to support park development and are unpractical to use as a source of a public drinking water. The availability of groundwater is critical in understanding park development options.

\* Field exploration may be restricted to the dry season.

The following aspects will be a part of this task:

a. Produce a Hydrogeologic Study for the park including:

1. Description of geology and hydrogeologic conditions in the project area.
2. Field exploration, possibly including drilling test well(s), well logs, and any associated required permitting.
3. Conclusions and recommendations of: groundwater availability; recharge rate and storage capacity during drought conditions; effects of drawdown on surrounding water availability; and specific locations and approach for developing groundwater.

**Deliverables:** Hydrogeologic Report, test wells, completed permitting

**Task 4. MISCELLANEOUS CULTURAL RESOURCE WORK... WEEK 1 THROUGH WEEK 6**

Cultural resource reports have been completed for the Properties, however the primary site records need to be completed and or updated in some circumstances. In addition to this specific task, cultural resource work is needed for the development of the conceptual site plan, environmental document, and potentially other parts of the project.

The following aspects will be a part of this task:

- a. Complete primary record documentation using State Department of Parks and Recreation Form 523 for the approximate 28 known cultural sites on the Tolay Creek Ranch property and submit the records to SCRPD and the Northwest Information Center. Provide site boundaries in GIS shapefile compatible with ArcGIS version 9.3.
- b. Resurvey and update the primary record for CA-SON-383 to provide accurate and consistent site boundary mapping and narrative. Submit the primary record addendum to SCRPD and the Northwest Information Center. Provide an updated site boundary in GIS shapefile compatible with ArcGIS version 9.3.

**Deliverables:** Proposals for additional work, primary records in hard copy and pdf formats, and GIS shapefiles of site boundaries.

**Task 5. DETERMINE WASTE DISPOSAL OPTIONS ..... WEEK 4 ONWARD\***

The property is located within an area typically dominated by clay soils. The existing septic systems on site are unsuitable for expansion and public use. The method and physical requirements for waste disposal may significantly influence park development options and the locations of proposed features. Understanding the waste disposal options early in the process will better inform the park improvement possibilities.

\* Field exploration may be restricted to the dry season.

The following aspects will be a part of this task:

- a. Review site conditions and available soil data.
- b. Conduct explorations and other research as necessary to identify potential suitable locations.
- c. Summarize findings of research and exploration in a brief report, including:
  1. Description of natural resource, cultural resource, visual resource, or other constraints.
  2. Documentation of any new soil exploration and/or tests.

3. Conclusions and recommendations for approaches, capacities, and locations of waste disposal options. At a minimum, considerations may include biological resources, cultural resources, soil and groundwater, visitor experience, and any factor related to the performance of waste disposal systems.
4. Range of costs associated with different options.
5. Map(s) corresponding to research, findings, exploration, and recommendations.

**Deliverables:** Waste Disposal Option Report

#### **Task 6. DEVELOP AND IMPLEMENT PUBLIC OUTREACH AND..... WEEK 5 THROUGH 26 PARTICIPATION PROCESS**

Regional Parks and its partners desire to build a consensus with the public and other partners on the vision and goals for the development and management of Tolay Lake Regional Park through a series of meetings utilizing a variety of outreach methods and tools to engage the community.

The Consultant shall work with Regional Parks and its partners to develop a final public outreach strategy, and an overall public participation program, including workshop goals and objectives. The outreach strategy shall emphasize Sonoma County communities, including Petaluma and Sonoma. In addition, the outreach strategy shall include other communities within an approximate 30-45 minute driving radius in adjacent counties.

The Consultant shall be responsible for scheduling, coordinating, and facilitating meetings with both the partnering agencies and the general public, including preparation of all outreach and public workshop materials, such as public notifications, background materials, presentations, agendas, and meeting summaries. This may include mailers, posters, maps, and other graphics necessary to support the workshop process.

Outreach and workshop materials must be translated into Spanish. Printed materials and presentations shall also be provided in alternate or accessible formats to accommodate disabled individuals as requested.

Outreach and workshop documents, background materials, presentations, agendas, and meeting summaries will be posted on the Regional Parks web page for the project and must be provided in an accessible format. Consultant shall ensure that all deliverables provided and required under this agreement for web page publication and public review and use adhere to Section 508 Standards for Electronic and Information Technology Accessibility, 36 C.F.R. §1194, issued under Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)) (the "Section 508 Standards").

We anticipate the following meetings will be a part of this task:

- a. A series of meetings with various partners and stakeholders to identify and verify goals and objectives, and develop outreach strategies for the master planning process.
- b. An initial community workshop to kick off the conceptual park master planning process. The purpose is to provide an open public forum for discussion and development of the goals, objectives and visions for the project.
- c. Facilitate a series of community workshops to provide opportunity for the public to participate in the preparation of the draft conceptual master plan.
- d. A final community workshop for the presentation of the final conceptual master plan.

**Deliverables:** Outreach plan addressing the strategy, timeline, process, and outreach materials (postcards, letters, communication materials etc). Workshop program addressing materials, agendas, meeting summaries and related documentation, including bilingual and alternate accessible formats ready for publishing to the web.

**Task 7. PREPARE CONCEPTUAL SITE PLANS ..... WEEK 8 THROUGH 26**

- a. The Consultant shall prepare 3 draft conceptual site plan alternatives for the purpose of facilitating community input on a range of master plan alternatives. The 3 draft conceptual site plans shall be presented at a community workshop (see Task 5).

Critical considerations should include:

- 1. Resource protection and management including the consideration of the opportunities and constraints contained within the numerous conservation easements and pertinent regulation setting.
  - 2. Cultural and natural resource interpretation and programming capacity that utilizes innovative approaches towards connecting visitors with the unique prehistoric, historic, and natural resources.
  - 3. Access points, traffic loading, and the interconnection between proposed on-site facilities and required off-site improvements.
  - 4. Recreational opportunities at a highly sensitive site.
  - 5. Sensitivity to the concerns of the parks neighbors.
  - 6. Site and program accessibility for people of all ages, abilities, and backgrounds.
  - 7. Business approach that addresses the cost and ease of operation and maintenance, revenue generation, and long term financial sustainability.
- b. The Consultant shall prepare an administrative draft conceptual plan based on SCRPD's and the community's response from the presentation of 3 alternative site plans in subtask a, above. This draft conceptual site plan shall describe the proposed improvements in enough detail to enable the preparation of a preliminary cost estimate, which the consultant shall also provide. The conceptual plan may include specific design details such as simple schematic plan enlargements, sections and elevations as necessary to convey the design intent.
  - c. After review of the administrative draft by Regional Parks, the Consultant shall prepare a draft conceptual site plan for public review.
  - d. The Consultant shall prepare a final site plan that includes a detailed summary and description of the elements of the plan. It will also identify potential phases of development and preliminary cost estimates for design and construction of each phase.

**Deliverables:** Administrative draft, draft and final Conceptual Master Plan, including site plan, details and related written project description. Consultant shall provide six (6) hard copies, plus one (1) unbound copy and an electronic file of all versions. Final deliverable will include digital files of all text, graphics and maps (digital copy on compact disc compatible with Microsoft Word 2007, and ARC-GIS shape file format compatible with ARC-GIS 9.3 and AutoCAD 2009 or earlier).

**Task 8. RESOURCE MANAGEMENT PLAN ..... WEEK 8 THROUGH 30**

An extensive amount of studies for the Properties relating to resource management have been

completed to date. Limited additional analysis is needed to integrate and update the resource management recommendations for the two properties into one Resource Management Plan (RMP). In addition, this task includes creating an applied resource management plan that can be easily implemented by park maintenance staff. A specific scope of services for this task is included with this request for proposals as Attachment B and should be included in the consultant's proposal. The timing of preparing the RMP will likely overlap with development of the site plan and other tasks, as each component will inform the other.

**Deliverables:** Administrative draft and draft resource management plan. The final RMP will be included in the final Master Plan. See Attachment B.

**Task 9. PREPARE MASTER PLAN ..... WEEK 26 THROUGH 42**

The Master Plan will incorporate all the work done to date and should include at a minimum the following sections:

- Introduction, with brief history of the property and project
- Purpose, goals, objectives of the Master Plan
- Public participation process summary for pertinent components of the project
- Regulatory setting and policy framework that affects the property
- Conceptual site plan
- Resource management plan
- Trails plan
- Business, operations, and maintenance plan
- Cost estimate
- Implementation and phasing strategy, considering the impact of limitations on the amount of funding available for implementation.
- Appendices as needed

**Deliverables:** Administrative draft, draft and final Master Plan. Consultant shall provide six (6) bound hard copies, one (1) unbound copy and an electronic file of all versions. Final deliverable will include digital files of all text, graphics and maps (digital copy on compact disc compatible with Microsoft Word 2007, and ARC-GIS shape file format compatible with ARC-GIS 9.3 and AutoCAD 2009 or earlier).

**Task 10. PREPARE ENVIRONMENTAL DOCUMENT .....WEEK 42 THROUGH TBD\***

The consultant shall perform and complete environmental compliance in accordance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines. The scope of work included below assumes that an EIR is the appropriate CEQA document.

The consultant shall:

- a. Project familiarization and Notice of Preparation
  1. Attend a site tour and meeting conducted by the County at which time additional background information related to the proposed project will be provided.
  2. Initiate additional discussions with the appropriate Responsible or Trustee Agencies.

3. Conduct other field reviews and develop data gathering programs at the project site, as necessary.
  4. Consult with County staff as appropriate.
  5. Attend public meetings and prepare written summary of Public Hearing comments.
  6. Prepare, publish, and mail a Notice of Preparation (NOP) in a format provided by Regional Parks.
- b. Conduct a public Scoping Meeting as determined by Regional Parks.
1. Presentation materials for public meetings during the CEQA process
- c. Prepare Administrative Draft EIR
1. The consultant shall prepare an Administrative Draft (ADEIR) that complies with State CEQA Guidelines and local CEQA procedures including Sonoma County Code Chapter 23A – Environmental Quality Act of 1970 Implementation. The consultant must analyze the project objectively and address all significant environmental issues in the EIR. The EIR shall specifically address environmental concerns identified by the Responsible and Trustee agencies, County, and the public. The following guidance is provided on the scope of issues and concerns:
    - i. The 2006 Conceptual Master Plan & Water Right Application Initial Study has been circulated for review and comment to other County Departments, other agencies, and concerned citizens. Several comment letters were received and can be found at the Regional Parks website.
    - ii. The 2008 Interim Public Access Permit Program (Interim Plan) and Initial Study has been circulated for review and comment to other County Departments, other agencies, and concerned citizens. Several comment letters were received and can be found at the Regional Parks website.
    - iii. The Petition to Amend Water Right Application 30588 was circulated for review and comment to other County Departments, other agencies, and concerned citizens. Several protest letters were received and can be found at the Regional Parks website.
  2. Prepare all additional studies that may be needed in support of the CEQA document.
  3. Impacts and mitigation measures must be clearly identified. Any proposed mitigation measures shall be drafted in the form of permit conditions that can be inserted into the County's standard "Conditions of Approval."
  4. A Mitigation Monitoring Program shall also be included. This will consist of a separate list of all proposed mitigation measures. Each measure shall have a brief discussion of the monitoring required, listing the parties responsible for implementation and the time at which the measure must be implemented.
  5. Consultant shall provide fifteen copies of the ADEIR and Mitigation Monitoring Plan. One copy shall be unbound and suitable for photocopying.
- d. Prepare Draft EIR
1. County staff will provide one set of comments on the ADEIR. The consultant shall revise the administrative draft as necessary and provide a copy for County staff to conduct a final administrative review. Once the final review has been completed and comments provided to the consultant, one screen copy of the Draft EIR will be submitted for the County's review. Upon approval of the screen copy of the Draft EIR, the consultant shall print copies for distribution, as described below.
  2. Consultant will provide a .pdf version of the EIR, NOI, and all appendices for posting on the Regional Parks website. Consultant shall ensure that all deliverables provided and required under this agreement for web page publication and public use adhere to Section 508 Standards for Electronic and Information Technology

Accessibility, 36 C.F.R. §1194, issued under Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)) (the "Section 508 Standards").

e. Attend Hearings on Draft EIR

1. The Planning Commission will hold a public hearing on the Draft EIR. The consultant shall make key staff available at this hearing to present key parts of the environmental analysis and answer questions posed by the Commission. The County will provide an audio tape of the hearing proceedings, but will not provide a written transcript. At the close of the public review period, the consultant will prepare a written summary of the relevant oral and written comments on the Draft EIR. County staff will receive all written comments and provide the consultant with a copy of each. Once the consultant's summary of the comments has been received by County staff, a meeting will be held to discuss the incorporation of comments and responses into the Final EIR.
2. One unbound draft summary of hearing comments on the Draft EIR. One unbound final summary of hearing comments.

f. Respond to Comments and Prepare Administrative Final EIR

1. The Consultant shall prepare written responses to all written comments on the Draft EIR and all verbal comments on the Draft EIR made at the public hearing. All comments received, either oral or written, must be responded to in the Final EIR. The consultant shall prepare an administrative draft of the Final EIR, which shall consist of the written corrections to the Draft EIR, a summary of verbal comments received at hearings on the Draft EIR, responses to all the comments as required by the State CEQA Guidelines, and any appropriate revisions to the text of the Draft EIR. All written comments shall be numbered and all changes to the text of the Draft EIR and/or Mitigation Monitoring Plan shall be highlighted, and responses keyed to the appropriate comment numbers.
2. Fifteen copies of the Administrative Final EIR and Mitigation Monitoring Plan. One copy shall be unbound and suitable for photocopying.

g. Prepare Final EIR

1. The County shall provide one set of comments on the Administrative Final EIR. The consultant shall revise the administrative draft as necessary and prepare a Final EIR for distribution. The Consultant shall distribute the copies of the Final EIR.
2. Consultant shall provide:
  - i. One screen copy of the Final EIR.
  - ii. Fifty copies of the Final EIR plus attachments, fifteen of which the consultant shall mail to the State Clearinghouse
  - iii. One unbound copy suitable for photocopying and
  - iv. 10 CDs in Adobe Acrobat .pdf formatting containing the Final EIR in MS Word 2007 for Windows format. pdf version of the EIR, NOI, and all appendices for posting on the Regional Parks website. Consultant shall ensure that all deliverables provided and required under this agreement for web page publication and public use adhere to Section 508 Standards for Electronic and Information Technology Accessibility, 36 C.F.R. §1194, issued under Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)) (the "Section 508 Standards").

h. Attend Hearings on the Final EIR

1. The Planning Commission will hold a hearing on the Final EIR and on the project. Following the Planning Commission hearing, the Board of Supervisors will hold a hearing to certify the EIR and make a decision on the project. The consultant must

- provide key technical staff to attend the hearings and respond to questions posed by the hearing body.
2. Prepare a first draft, with County staff, of Planning Commission Resolution Findings Exhibits A, B and D.
  3. The consultant shall prepare a draft of the Resolution findings prior to the Planning Commission hearing on the Final EIR and will be finalized following receipt of guidance from the Planning Commission. The selected consultant is expected to prepare the first draft of the following exhibits:
    - i. Exhibit "A" Significant Impacts That Can Be Mitigated to a Less-Than-Significant-Level
    - ii. Exhibit "B" Significant Impacts That Cannot Be Fully Mitigated
    - iii. Exhibit "D" Alternatives

## **Minimum Qualifications**

In order to qualify for selection, the Consultant must meet the following minimum requirements:

1. Have successfully been the lead Consultant for a minimum of three (3) projects of a similar scope for a government agency, non-profit or private client within the past ten (10) years. All services required in the scope of work should be demonstrated within one or more of the projects previously completed.
2. Have sufficient qualified staff, sub-consultants, and resources to meet the requirements of the contract, including redundancy of qualified personnel such that key persons can be readily replaced in the event of illness, employment changes, or other reasons.
3. If resources outside your firm are to be used, have selected only qualified sub-consultants who have extensive experience within the type of work they will provide on this project.
4. Have experience in the area of resource management, habitat conservation, and enhancement in regard to projects of a similar nature.
5. Have experience in the design, facilitation and documentation of community-driven public workshop processes. Have completed successful work of a similar nature with diverse communities and user groups, especially in the context of a community-driven design process, including demonstrated experience in the development and implementation of outreach methodologies to reach these communities.
6. Have knowledge of current and proposed accessibility standards for both developed and undeveloped park and open space facilities. Have experience in the design of accessible facilities for persons of all abilities.
7. Have experience in the preparation and formatting of accessible documents for public outreach and web page publication. Adherence to Section 508 Standards for Electronic and Information Technology Accessibility, 36 C.F.R. §1194, issued under Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)) (the "Section 508 Standards").
8. Have technical competence and capabilities in geographic information systems mapping and computer aided design. Drawings and graphics for this project will be prepared in this format. We are requesting graphics in ARC-GIS shape file format compatible with ARC-GIS 9.3, and drawings be prepared in AutoCAD 2009 or earlier format.
9. A satisfactory record of performance including positive references from other agencies, non-profits, and private clients who have used consultant for similar projects.
10. A complete and detailed response to this Request for Proposals that demonstrates that the consultant has a good understanding of the requirements of this request for proposals and has outlined a program which will facilitate the satisfactory fulfillment of these requirements.
11. Be able to agree to execute and meet the terms and conditions of the attached standard County of Sonoma Agreement for Professional Services (see Attachment D). This includes General and Professional Liability Insurance with a minimum \$1,000,000 in coverage. Refer to Attachment D for more detailed insurance and policy endorsement requirements.
12. The consultant has no conflict of interest associated with this project.

## **Requirements of the Statement of Qualifications**

Statements of Qualifications (SOQ) shall be complete and shall address each of the following sections in the order listed. Focus the response to this SOQ on this specific project. Responses should be concise and to the point. The SOQ should include the Consultant's capability to meet or exceed each minimum qualification. The SOQ should not exceed thirty-five (35) single-sided pages for responses to items 1-11 below. If you wish to provide supplementary information not required by the RFP, it may be included as an appendix and will not be included in the 35-page count. Upon submission, the SOQ and all copies thereof will become the property of Regional Parks and will not be returned in whole or in part. Statements of Qualification must contain the following:

### **1. Project Team Organization**

Provide an organization chart of the proposed team, which identifies each member of the lead consultant firm and each sub-consultant. The chart should show the organizational structure of the team, the specialty or position of each team member and the name of all key personnel. Include all specialty sub-consultants that would be expected to be utilized on a project of this type. Also, include a brief description of the experience that this team has had working together on previous projects.

If you are proposing using sub-consultants to perform some of the tasks, describe in detail:

- how the sub-consultants will be organized within the project team
- who will be in overall control of the project (administration, documentation, and fiscally)
- how the team will function on a day-to-day basis throughout the project
- what you will do to guarantee leadership continuity through all phases

### **2. Firm Description**

Provide a complete description for the lead consultant and for each sub-consultant on the organization chart including: name, address, telephone, e-mail and facsimile numbers of the firms; firm history and organization; philosophical approach to their profession; and current workload with a description of how the firm would meet the needs of this project within its existing project and workload commitments. If the firm has more than one office, the workload issue should be focused on the office assigned to this project.

### **3. Key Personnel**

Identify the key personnel and their back-ups that will be assigned to this project for the lead consultant and each sub-consultant. Include resumes and project experience of each person, responsibilities, years of experience (both overall and with current firm) and specific projects.

### **4. Experience: Public Access Master Planning for Properties with Complex Prehistoric & Historic Resource Issues**

List all public access projects undertaken by the cultural resource sub-consultant in the last ten (10) years that have complex prehistoric and historic opportunities and constraints. Include: name, location, and a project contact person (name, current address, and current telephone number). Describe, in detail, a minimum of three (3) and a maximum of five (5) projects from the list above that involve planning solutions including both opportunities and constraints presented by cultural resources in a public access facility. In addition to the above information, please provide:

- Project team and role the submitter played
- Date work was completed
- Experience in public outreach and the design, facilitation and documentation of community-driven public workshop processes

- Experience preparing conceptual master plan graphics and documents
- Experience in performing resource studies and preparing resource management plans
- Three references from members of a federally recognized tribal government associated with completed projects that involved significant collaboration with Native American tribes.
- Three references from federal, state, or local government involving at least three different public access master planning projects with complex prehistoric and historic resource issues.

#### **5. Experience: Traffic Engineering for Parks**

List all similar projects, undertaken by the traffic engineering sub-consultant in the last ten (10) years. Include: name, location, and a project contact person (name, current address, and current telephone number).

Describe in detail, a minimum of three (3) and a maximum of five (5) projects from the list above that include creative solutions to traffic engineering issues for park access. Examples may include approaches that extend beyond the typical level of service projections derived from the Institute of Traffic Engineers acreage calculations, site event programming, design solutions to balance safety and historic considerations, and geometric analysis of off-site circulation features. In addition to the above information, please provide:

- Project team and role the submitter played
- Successful experience working with CEQA, Caltrans, and local governments on complex and/or unusual traffic engineering circumstances.

#### **6. Experience: Lake Restoration Design & Engineering**

List all similar projects, undertaken by the lake design sub-consultant in the last ten (10) years. Include: name, location, and a project contact person (name, current address, and current telephone number).

Describe in detail, a minimum of three (3) and a maximum of five (5) projects from the list above that include ecological restoration and/or ecological enhancement of a lake involving complex resource and engineering issues. Although this scope of work does not include the production of construction documents, it is imperative that the consultant have significant past experience implementing conceptual restoration plans. In addition to the above information, please provide:

- Project team and role the submitter played
- Experience with restoration design for a seasonal lake that supports a range of identified species, habitats, and ease of management.
- Experience with designing and engineering passive and active systems for managing the lake water level.
- Experience with designing public access facilities for a seasonal lake that are compatible with sensitive resources
- Experience preparing conceptual plans and experience translating the conceptual plans to construction documents for similar projects
- Experience in regulatory permitting associated with lake restoration

#### **7. Experience: Environmental Impact Reports for Public Access Projects**

List all similar projects, undertaken by the environmental document sub-consultant in the last ten (10) years. Include: name, location, and a project contact person (name, current address, and current telephone number).

Describe in detail, a minimum of three (3) and a maximum of five (5) projects from the list

above that involved an EIR for a project with a significant element of public access in the project description. In addition to the above information, please provide:

- Project team and role the submitter played
- Describe how perceived impacts of public access were addressed to the satisfaction of project stakeholders.
- Describe how the experience with an EIR involving public access controversy

#### **8. Project Approach and Work Program**

Identify the proposed project approach and work program for accomplishing the specific tasks and scope of the work; the techniques, procedures, and tools used in other similar projects applicable to this project; and the effort, input and/or information needed from Regional Parks. Specifically address how the following would be accomplished:

- Review and assimilation of existing background materials, resource studies and related information. Determination of additional resource studies and related information necessary to complete the project
- Identify project needs and minimize project tasks while still accomplishing the stated goals
- Identify the program for the public outreach process, including the number of anticipated workshops, and specific methodologies and tools for notifying and engaging the community
- Identify how specific tasks for this project could be grouped together to economize on time
- Provide a schedule for completion of each task and deliverable. Time is of the essence in the completion of this project
- Provide a task based cost proposal, which includes estimates of hours, rates, and costs by person and sub-consultant for each work task and deliverable. Include an estimate of fees based on Attachments A & B and any other resource studies or information that will be required to complete the full scope of services. Include a schedule of rates for extra work and attending additional hearings and/or meetings
- Confirm that Regional Parks is getting the best value for its money

#### **9. Quality Control**

Describe the level of quality control that you recommend for this project. Describe the techniques and procedures used to ensure this level of quality.

#### **10. Billing Rates**

Provide a copy of the current hourly billing rates for the lead consultant as well as all sub-consultants. If any increases in the billing rates are anticipated over the next two (2) years, provide an estimate of the projected increases along with the dates that the increases will take effect.

#### **11. Agreement**

The successful applicant will adhere to the provisions, terms and conditions of the attached standard County of Sonoma, Agreement for Professional Services (Attachment "D"). Objections to any provisions must be identified in writing in the Statement of Qualifications. The Professional Services Agreement Acknowledgement Form (Attachment "C") must be signed.

#### **12. Other**

Provide any other information (include in an appendix) regarding your qualifications that you feel is appropriate for consideration for this specific project.

## **Submittal Requirements**

1. Proposals should be submitted in a sealed package, clearly marked: "Proposal for Master Planning Tolay Lake Regional Park", and addressed to:

Steve Ehret, Park Planner II  
Sonoma County Regional Parks  
2300 County Center Drive, #120A  
Santa Rosa, California, 95403  
[Steve.Ehret@sonoma-county.org](mailto:Steve.Ehret@sonoma-county.org)

2. Proposals must be **received** no later than **5:00 PM, on February 29, 2012**. Proposals received after this time and date may not be accepted.
3. Proposals shall be printed on 8.5" x 11" paper. Organizational charts and schedules may be printed on 11" x 17" and folded to fit this format. The SOQ portion of the proposal should not exceed thirty-five (35) double-sided pages for responses to items 1-9. If you wish to provide supplementary information (not required by this RFP), it may be included as an appendix and will not be included in the 35-page count.
4. Consultant shall provide four (4) bound and one (1) unbound copy of their proposal.
5. Consultant's authorized representative shall sign and date the Professional Services Acknowledgement form (Attachment C), and submit the original with their proposal.
6. All questions and clarifications regarding this RFP and SOQ shall be directed by e-mail to Steve Ehret. The deadline for questions or clarification requests is **5:00 PM, on February 21, 2012**.

## **Selection Process & Criteria**

The proposals will be reviewed by a Selection Committee, who will recommend selection for interviews based on the criteria listed below:

1. Responsiveness to the RFP and SOQ and clarity of submittal
2. Consultant team qualifications and the quality of consultants related work experience with projects of a similar size and scope
3. Consultant's team specific experience as outlined in items 4-7 of the SOQ
4. Ability of consultant to provide experienced personnel to begin work immediately upon execution of a contract
5. Project approach, willingness to meet deadlines
6. Technical competence, knowledge, and experience with park design, park standards, and planning issues
7. Project cost and comparison of billing rates
8. County of Sonoma's Local Preference Policy for Services
9. Any other criteria deemed relevant to selection

Following evaluation of the proposals received, Regional Parks will conduct interviews with the firms having the best proposals. Regional Parks reserve the right to negotiate with the selected firm regarding any item in the proposal.

## **Tentative Schedule for Selection of Consultant and Board Execution of Contract**

February 06, 2012	Issue RFP
February 15, 2012, 9:00 AM	Pre-Bid Site Visit
February 29, 2012, 5:00 PM	Receive Proposals and Statements of Qualification
March 07, 2012	Complete evaluations and select finalists for interviews
March 08-15, 2012	Interview selected finalists, check references, rank firms, Negotiate contract with top ranked firm
March 16-29, 2012	Notify finalists of results, prepare notice of intent to award, prepare contract, secure and review insurance certificates, prepare Board report and documents for approval
April 2012	Board of Supervisors approve Consultant contract

## **RFP General Information**

### **1. Rules and Regulations**

- a) The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the proposer.
- b) Sonoma County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.
- c) The County may waive any deviation in a proposal. The County's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. Sonoma County reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The County further reserves the right to award the agreement to the proposer or proposers that, in the County's judgment, best serves the needs of Sonoma County.
- d) All proposers submit their proposals to the County with the understanding that the recommended selection of the review committee is final and subject only to review and final approval by the Department Director (via delegation), the County Purchasing Agent or the Board of Supervisors.
- e) Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the County, all proposals shall be deemed public record. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The County will consider a proposer's request for exemptions from disclosure; however, the County will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.
- f) The County will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the County does not wish to receive confidential or proprietary information and

those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

- a. [Legal name of proposer] shall indemnify, defend and hold harmless the County of Sonoma, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) Arising out of, concerning or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

2. Nonliability of County

The County shall not be liable for any precontractual expenses incurred by the proposer or selected contractor or contractors. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

3. Proposal Alternatives

Proposers may not take exception or make material alterations to any requirement of the RFP. Alternatives to the RFP may be submitted as separate proposals and so noted on the cover of the proposal. The County reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the County's best interest and such proposal satisfies all minimum qualifications specified in the RFP. Please indicate clearly in the proposal that the proposal offers an alternative to the RFP.

4. Lobbying

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

5. Form of Agreement

- a) No agreement with the County shall have any effect until a contract has been signed by both parties. Pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to waive or modify agreement requirements.

- b) A sample of the agreement is included as Attachment D hereto. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated. *Indemnification language will not be negotiated.*
- c) Proposals submitted shall include a statement that (i) the proposer has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal. A proposer taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the proposer. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.
- d) Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.
- e) Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the consultant's proposal.

6. Duration of Proposal; Cancellation of Awards; Time of the Essence

- a) All proposals will remain in effect and shall be legally binding for at least ninety (90) days.
- b) Unless otherwise authorized by County, the selected consultant will be required to execute an agreement with the County for the services requested within sixty (60) days of the County's notice of intent to award. If agreement on terms and conditions acceptable to the County cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the County, the County reserves the right to retract any notice of intent to award and proceed with awards to other consultants, or not award at all.

7. Withdrawal and Submission of Modified Proposal

- a) A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

8. Local Preference Policy

- a) It is the policy of the County to promote employment and business opportunities for local residents and firms on all contracts and give preference to local residents, workers, businesses and consultants to the extent consistent with the law and interests of the public. A Local Service Provider is defined as a business or consultant who has a valid physical address located

within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County.

For quantitative evaluations of proposals, the locality of the service provider shall be included as an evaluation criterion in RFPs. Extra percentage weighting of 5% shall be provided in the total rating score for local service providers. For qualitative evaluations of proposals, Departments shall consider the locality of consultants or businesses and their sub-consultants along with other criteria identified in the RFP. If there is more than one service provider being considered and the providers are competitively matched in terms of other criteria, local service providers should be selected. If hiring sub-consultants, the County strongly encourages using local service providers.

More information about the County's purchasing policies can be found on: <http://www.sonoma-county.org/purchasing/selling.htm>

Enclosures:

Exhibit A – Properties Diagram

Attachment A – Historic Structure Assessment Scope of Services

Attachment B – Resource Management Plan Scope of Services

Attachment C – PSA Acknowledgement Form

Attachment D – Standard Professional Services Agreement

Attachment E – Declaration of Local Business For Services

# ATTACHMENT A

## TOLAY LAKE REGIONAL PARK – HISTORIC STRUCTURE ASSESSMENT

### SCOPE OF SERVICES

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**Study Area:** Tolay Lake Regional Park contains approximately 14 buildings within the 20-acre developed compound. One additional structure, the Old Dairy Barn, is outside this the developed compound and is included this scope.

#### Scope of Services

**1. Assimilate Materials, Supplemental Research & Site Mapping:** There are no known accurate building plans available for the buildings. The consultant shall take any measurements, photos, and other data as necessary to produce the Historic Structure Report. The Historic Resources Evaluation Report completed in 2006 makes recommendations for supplemental research. In addition, the master planning efforts may require further data collection and analysis.

- Identify any information gaps to fulfill this scope of services.
- Conduct a site visit to record undocumented conditions, obtain measurements, or other data.
- Review all available pertinent information, including the Historic Resources Evaluation Report.

**Deliverables:** Proposals for additional studies and related information needed to complete the scope of services outlined in this RFP. Site visit data, including but not limited to photos, measurements, and notes.

**2. Structural Integrity Assessment:** Evaluate the structural integrity of the buildings to inform the opportunities and constraints for rehabilitation, reuse, relocation, replacement, and/or removal.

- A structural engineer licensed in California is required.
- Evaluate all buildings for structural stability issues per the California Building Code, including seismic issues.
- Make recommendations for structural modifications that would be necessary to reuse the structures for public, staff, or other uses based on occupancy type. Include a range of costs. Detailed load calculations are not included.

**Deliverables:** Structural Integrity Assessment stamped and signed by a licensed civil engineer.

**3. Administrative Draft Historic Structure Written Report:** Evaluate the historic integrity of the buildings and other contributing features of the Cardoza Ranch Historic Site (P-49-001770) to inform master planning options. Integrate the historic, building, safety, access and other factors into a comprehensive analysis for rehabilitation, reuse, relocation, replacement, and/or removal of existing buildings.

- Evaluate the historical integrity and contribution of structures and the minor elements of the ranch compound. If needed, supplement the available construction chronology and historical context if necessary. Determine and prioritize character defining features and priority zones.
- Evaluate Building Group A for compliance with accessibility under American Disabilities Act and California Building Code Title 24, for the potential use by the public and staff.
- Evaluate all buildings for compliance with pertinent codes, such as the California Building Code, Secretary of the Interior's Standards and Guidelines, and the California Historical Building Code.
- Prepare a Historic Structure Report to document the results of the preceding tasks, including:
  - Introduction. Describe the purpose of the report, materials reviewed, additional research

conducted, and other pertinent background.

- Regulatory Setting. Discussion of applicable federal, state, and local regulations. Identify processes, approvals, mitigations, and permits that may be required for various preservation, reuse, relocation, or replacement options.
- Summarize results of preceding tasks and provide an integrated analysis of the mid to long term use options as applicable to each historic structure. Make recommendations that will guide the master planning efforts. Include cost estimate data where applicable.
- Make recommendations about locations, architectural considerations, and other factors for placing and designing new structures within the greater developed compound to place additional structures, such as a new visitor center.
- Make management recommendations for the short term maintenance of the structures, consistent with applicable historic codes, laws, and regulations.

**Deliverables:** Submit the Administrative Draft Report, one bound copy and one electronic file copy, for comment by Regional Parks Department. Regional Parks' staff will review the document and return for revision, if necessary, within three weeks of receipt.

4. **Final Report:** Revise Administrative Draft Report based on comments received from Regional Parks. Final Report shall be completed within three weeks of receiving comments from the Regional Parks staff on the Administrative Draft. Submit one Final Report in hard-copy format, unbound, and an electronic copy in Adobe pdf format and one copy compatible with Microsoft Word 2003. Mapping data shall be submitted in ARC-GIS shape file format compatible with ARC-GIS 9.3 and/or AutoCAD 2009 or earlier.

## Building List

Each building is identified two ways:

Current Common Name (*Name used on State Primary Record P-49-001770*)

### Building List A

- Tractor Barn (*Equipment Storage Barn*)
- Old Stone Floor Barn/Old Hay Barn (*Hay Barn*)
- Old Dairy Barn (*Dairy Barn*)
- Creamery (*Creamery*)
- Slaughterhouse (*Slaughterhouse*)
- Yellow House (*John Jr. and Beatrice Cardoza House*)
- Vera's House/Green House (*George and Vera Cardoza House*)
- Julie's House/Little Green House (*none*)
- Granary/Museum (*Granary*)
- Old Shop (*Storage Shed*)
- Storage Shed (*Work Shop*)
- Market (*none*)

### Building List B

- Line Shack (*Line Shack*)
- New Hay Barn/Metal Hay Barn (*Modern 1990's barn*)
- New Shop (*Metal Barn*)

## ATTACHMENT B

# TOLAY LAKE REGIONAL PARK – RESOURCE MANAGEMENT PLAN

## SCOPE OF SERVICES

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### Scope of Services

1. **Assimilate Available Materials:** Review all of the pertinent existing resource management documents for the project area. Several biological resources studies, property management studies, and related documents have been prepared by various consultants. The consultant shall review these studies and incorporate and expand on them for development of the master plan, resource management plan, and preparation of the environmental document. Identify any deficiencies or additional studies that may be needed to support the project.

Deliverables: Proposals for necessary additional studies.

2. **Field Survey:** Several biological field surveys have been conducted in the last five years. However, new surveys may be needed depending upon changes to the proposed park development vision, proposed restoration, and regulatory environment.
  - Conduct and document necessary field surveys to address any regulatory requirements or support project goals.
  - Provide the level of information sufficient to site park improvements, restoration, and mitigation to support analysis pursuant to the California Environmental Quality Act. However, field surveys sufficient for permitting construction projects is not anticipated.
3. **Updated Biological Resources Report:** Prepare a Biological Resource Report Update (Report) to document the results of additional research, analysis, and field survey including the items below.
  - Integrate the biological and conservation resources goals, objectives, and analysis from both Tolay Lake Regional Park and Tolay Creek Ranch into a unified whole.
  - Update the biological resource plan with additional analysis, addressing:
    - Observations from the management changes in the last five years, including effects of modification to grazing patterns, lake-bed tilling, and hay farming practices; oak and riparian restoration sites; observations from invasive species management practices.
    - Analysis regarding the opportunities and approach for native grassland restoration, including any potential role of fire.
    - Incorporation of cultural plants and cultural landscape within restoration planning.
  - Address the regional ecological context and how it influences site restoration planning and design. The combined properties provide a rare connection between tidal habitats in San Pablo Bay and upland habitats in the southern Sonoma Mountains.
    - Ecological role and habitat connectivity to surrounding areas including the Sonoma Mountains, Sonoma Baylands, and adjacent areas.
    - Discuss and analyze the regional context of the California Red Legged Frog. Specifically consider available information from nearby properties, such as the Sears Point Restoration Project and Infineon Raceway. Discuss the presence and role of landscape features on surrounding properties, including agricultural reservoirs. Supplement the available analysis to further enlighten restoration opportunities and provide for a more informed context for project permitting.
    - To the extent practical, discuss the potential role of the properties to support adaptation to climate change.

- Update the impacts discussion to reflect the master plan. Address the requirements of the California Environmental Quality Act (CEQA) associated with the analysis of Biological Resources, including but not limited to Appendix G of the State CEQA Guidelines.
  - Update the mitigation section to reflect the master plan.
    - Quantify impacts to vegetation, wildlife, special-status species, and wetlands that could result from planned park improvements identified in the conceptual master plan.
    - Include possible mitigation measures that could be incorporated to avoid, and/or minimize identified impacts to biological resources.
    - Discuss the opportunities and limitations of a “self-mitigating” project within the Federal and State regulatory environment.
  - Update the Regulatory Setting to include any changes to the applicable federal, state, and local regulations and identify permits that may be required for proposed park improvements or restoration projects.
  - Update the Management Guidelines and Restoration Recommendations to account for the proposed
    - Activities and guidelines to manage the biological resources that currently exist within the property.
    - Areas that could benefit from restoration techniques, particularly in the areas of restoring moist grassland, seasonal and perennial wetlands, oak woodlands, and riparian woodlands. Repairation of erosional areas shall also be discussed.
- 4. Resource Management Plan:** The consultant shall prepare a resource management plan (RMP) for the park that will be used to guide the conservation of the resource values of the land during development, as well as for the long term operation and management of the property. The RMP will be based on the conceptual site plan, Biological Resources Plan Update, conservation easements, other available resource studies, and interviews with park staff. A critical objective will be to condense the numerous complex resource management issues into a practical and simple adaptive management approach that field staff will be able to effectively utilize. In addition to the Biological Resources Report Update, the RMP shall contain:
- Management Goals, Objectives and Strategies: recommendations for the protection and enhancement of water resources, habitat quality, pathogen control, wildlife (including shelter, food and migration), vegetation (including invasive species management), and significant natural and cultural features. Also detailed recommendations related to grazing, fire suppression, human use, environmental stewardship, and habitat enhancement opportunities and strategies.
  - Operations and Maintenance: a detailed strategy, timeline and specifications for operations and maintenance during the construction period and post-construction that addresses the protection of sensitive habitats, species, and cultural resources.
  - Resource Monitoring: a monitoring plan that outlines methods for monitoring the status of resources - including native habitats, sensitive species, invasive plant populations, significant natural features and cultural resources. Include an adaptive management strategy for responding to impacts to resources.
- 5. Map(s):** Prepare maps showing the combined properties for inclusion in the written report, updating the existing GIS data as necessary. Maps shall include:
- Vegetation/plant communities
  - Special-status species and sensitive habitats
  - Wetlands (differentiating between Waters of the State and Waters of the U.S)
  - Management guidelines and restoration recommendation areas

- Provide data used to develop maps in a format compatible with Arc-GIS 9.3
6. **Administrative Draft:** Submit the Administrative Draft Report, one bound copy and one electronic file copy, for comment by Regional Parks Department. Regional Parks staff will review the document and return for revision, within two to three weeks of receipt.
  7. **Final Report:** Revise Administrative Draft Report based on comments received from Regional Parks. Final Report shall be completed within three weeks of receiving comments from the Regional Parks on the Administrative Draft. Submit one Final Report in hard-copy format, unbound, and on compact disc compatible with Microsoft Word 2007 and, and Arc-GIS shape file format compatible with Arc-GIS 9.3 and/or AutoCAD 2009.



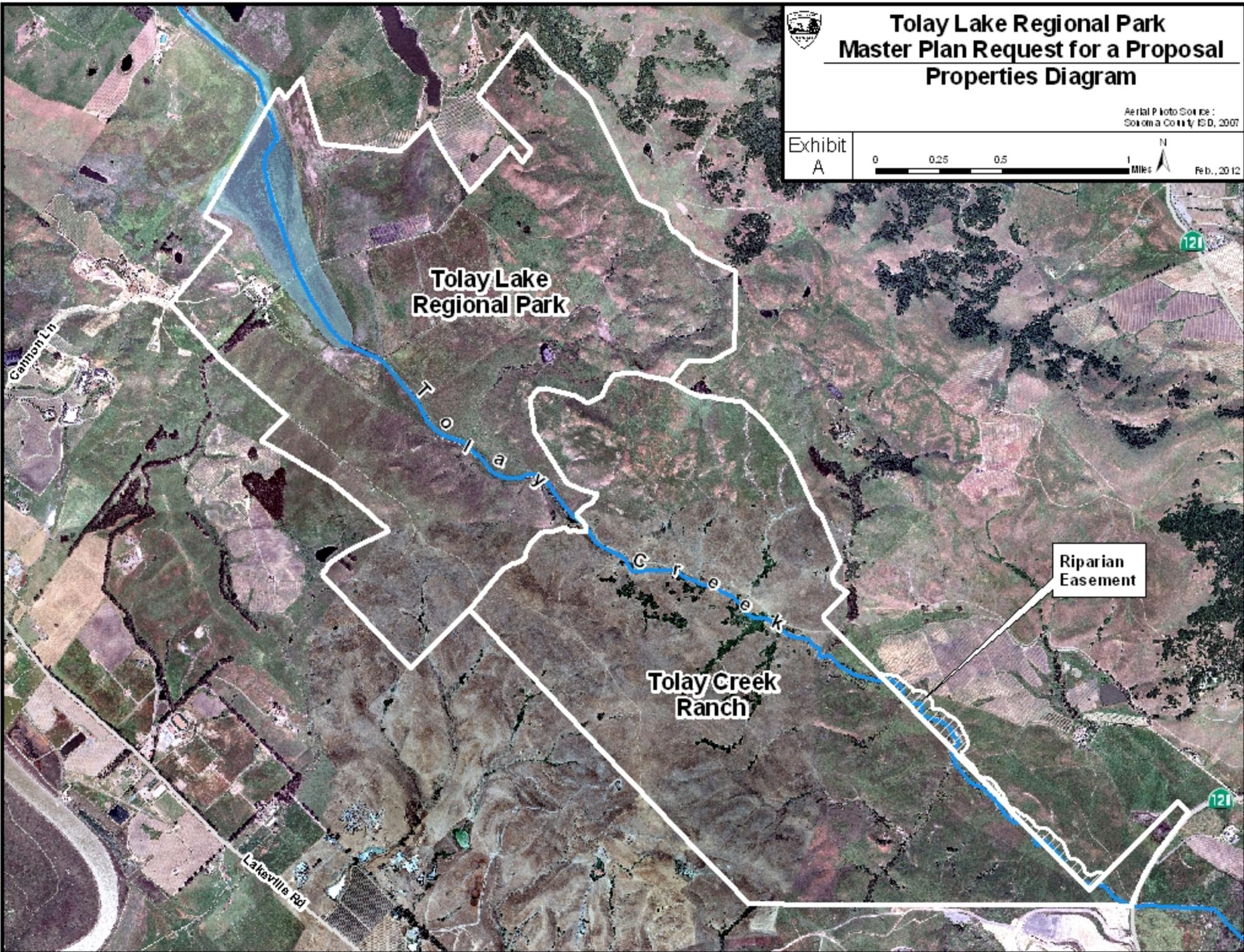
# Tolay Lake Regional Park Master Plan Request for a Proposal Properties Diagram

Aerial Photo Source:  
Sonoma County GISD, 2007

Exhibit  
A



Feb., 2012



**Tolay Lake  
Regional Park**

Tolay

Creek

**Tolay Creek  
Ranch**

**Riparian  
Easement**

Cannon Ln

Lakesville Rd

121

121