

**ROSS VALLEY SANITARY DISTRICT**

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of September 20, 2023

September 11, 2023

To: Board of Directors

From: Steve Moore, P.E, General Manager

Subject: Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 29 to the Master Services Agreement with Integral Consulting Inc. for Cultural Resource Training and Biological Monitoring for the Woodland Capacity and Creek Crossings Project (Project #956), in an Amount Not to Exceed \$56,478

Summary

This staff report presents the scope of services proposed to meet CEQA mitigation monitoring requirements for cultural and biological resources for the Woodland Capacity and Creek Crossings Project and recommends authorization of the general manager to approve Task Order No. 29 to the Master Services Agreement with Integral Consulting Inc. in an amount not to exceed \$56,478.

Discussion

The District established a Master Services Agreement with Integral Consulting Inc. to conduct environmental review and monitoring, pursuant to the California Environmental Quality Act (CEQA), and manage mitigation monitoring requirements required by CEQA and various permits (i.e., state, federal and local) for the District's numerous capital projects.

The Woodland Project entails the construction and rehabilitation, within the existing alignment, of sanitary sewer mains and related appurtenances within the unincorporated community of Kent Woodlands. The Project plans to replace approximately 4,277 linear feet of existing sanitary sewer mains ranging in size from 6-inch (in.) to 8-in. of vitrified clay pipe with 8-in. to 12-in. high-density polyethylene (HDPE) pipe via pipe bursting, open cut, and horizontal directional drilling (HDD) methods. Depths of excavation may range from 5 to 12 feet.

The District awarded a contract to Precision Engineering Inc. in August 2023 to construct this gravity sewer improvements project and awarded a contract to Park Engineering at the same

board meeting for construction management. The project rehabilitates some of the highest priority creek crossing gravity sewer assets identified in the Infrastructure Asset Management Plan (IAMP, 2021).

The project includes four creek crossings, where the sanitary sewer intersects with Tamalpais Creek, and required a Lake and Streambed Alteration Agreement (LSAA) from the California Department of Fish and Wildlife (CDFW). The LSAA has several mitigation monitoring requirements that are described in Attachment A.

Integral completed an initial study/mitigated negative declaration (IS/MND) for the project pursuant to CEQA in April 2023 which the Board adopted. The IS/MND calls for cultural resource training and biological monitoring during the project to mitigate any potential impacts to cultural and biological resources from the gravity sewer rehabilitation activities conducted in the vicinity of Tamalpais Creek, which supports sensitive aquatic species.

The proposed scope of services are described in the attached proposal and include Project Management and Compliance, Cultural Resource Awareness Training, Biologist Approval/Preconstruction Notification, Foothill Yellow Legged Frog Methodology Submittal, Worker Cultural/Environmental Awareness Training, Preconstruction Surveys and Report, Riparian Revegetation and Monitoring Plan, Biological Construction Monitoring, and a Project Completion Report

Recommendation

Authorize the General Manager, upon review and approval of counsel, to approve Task Order No. 29 to the Master Services Agreement with Integral Consulting Inc. for cultural resource training and biological monitoring for the Woodland Capacity and Creek Crossings Project (Project #956), in an amount not to exceed \$56,478.

Attachment(s):

- A) Integral Master Services Agreement Task Order No. 29, Woodland Capacity and Creek Crossings Project, Cultural Resource Training and Biological Monitoring



MASTER SERVICES AGREEMENT – TASK ORDER NO.29

WOODLAND CAPACITY AND CREEK CROSSINGS PROJECT, CULTURAL RESOURCE TRAINING AND BIOLOGICAL MONITORING

Integral Consulting Inc. (Integral) provides this scope and budget for consulting services to support the cultural and biological mitigation measures outlined in the California Environmental Quality Act (CEQA) document for compliance for the Woodland Capacity and Creek Crossing Project located in Marin County, California.

This Task Order is pursuant to the Master Services Agreement (MSA) between Ross Valley Sanitary District (District), and Integral Consulting Inc. (Integral) dated March 15, 2018.

Ross Valley Sanitary District 2960 Kerner Boulevard San Rafael, CA 94901	Integral Principal: Bridgette DeShields (707) 953-8192
Contact: Steve Moore	Integral PM: Samantha Eanes
Phone: (415) 259-2949	(415) 787-6309

Site	Task
Kent Woodlands and Kentfield in Marin County, California	Task 29: Woodland Capacity and Creek Crossings Project, Cultural Resource Training and Biological Monitoring

TASK ORDER DOCUMENTS

- This Task Order with its Scope of Services and Budget Estimate (see **Attachment A**, Integral's proposal, including Integral's hourly labor, equipment and expenses estimate).

PROJECT UNDERSTANDING

The District is requesting support for CEQA monitoring compliance for the Woodland Capacity and Creek Crossings Project located in Kentfield in Marin County, California.

SCOPE OF SERVICES

The following information constitutes the Performance of Services, as provided in the MSA. The proposed scope of services to be provided by Integral for Task Order 29 are described below and in the attached proposal (Attachment A).

- Project Management and Compliance
- Cultural Resource Awareness Training
- Biologist Approval/Preconstruction Notification
- Foothill Yellow Legged Frog Methodology Submittal
- Worker Cultural/Environmental Awareness Training
- Preconstruction Surveys and Report
- Riparian Revegetation and Monitoring Plan
- Biological Construction Monitoring
- Project Completion Report

BUDGET ESTIMATE

The scope of services will be completed on a time and materials not-to-exceed basis in accordance with the rates provided in the attached proposal and compensation as provided in the MSA.

The proposed budget is based on the scope of services described above and is summarized in the table below. Assumptions are provided in Attachment A.

Task Order 29 Description	<i>Integral Labor and Expenses</i>	<i>Sub- contractor</i>	<i>Task Budget</i>
Task 1. Project Management and Compliance	\$ 3,020	\$ 0	\$ 3,020
Task 2. Biologist Approval/Preconstruction Notification	\$ 4,008	\$ 0	\$ 4,008
Task 3. Foothill Yellow Legged Frog Methodology Submittal	\$ 1,708	\$ 0	\$ 1,708
Task 4. Worker Cultural/ Environmental Awareness Training	\$ 2,335	\$ 990	\$ 3,325
Task 5. Preconstruction Surveys and Report	\$ 11,810	\$ 0	\$ 11,810
Task 6. Riparian Revegetation and Monitoring Plan	\$ 5,485	\$ 0	\$ 5,485
Task 7. Biological Construction Monitoring	\$ 20,933	\$ 0	\$ 20,933
Task 8. Project Completion Report	\$ 6,190	\$ 0	\$ 6,190
Totals	\$ 54,588	\$ 990	\$ 56,478

ATTACHMENT A – PROPOSAL



Integral Consulting Inc.
2455 Bennett Valley Road
Suite C101
Santa Rosa, CA 95404

telephone: 707.636.3222
www.integral-corp.com

September 11, 2023

Project No. C1888

Steve Moore
Ross Valley Sanitary District
2960 Kerner Boulevard
San Rafael, CA 94104

Subject: **Task Order 29: Proposal for Biological Monitoring Activities, Woodland Capacity and Creek Crossing Project, Marin County, California**

Dear Mr. Moore

Integral Consulting Inc. (Integral) is pleased to provide this proposal for consulting services to implement outlined in the California Environmental Quality Act (CEQA) document and permits for compliance for the Woodland Capacity and Creek Crossing Project (herein referred to as the Project) located in Marin County, California. This project would require a new task order (Task Order 29) under our master services agreement (MSA) with the Ross Valley Sanitary District (the District).

Scope of Work

This proposal includes the following monitoring tasks based on currently issued permits and the CEQA document.

- **Task 1, Project Management and Compliance:** Integral will create a project-specific compliance table for biological permitting requirements to be shared with the District. The table will track permit conditions and submittal completion status. This task includes District and agency communication as well.
- **Task 2, Biologist Approval/Preconstruction Notification:** In accordance with Measures 2.7 and 4.3 of the Draft Lake and Streambed Alteration Agreement (Draft LSAA) issued for the Project, Integral will obtain approval of multiple qualified biologists from the California Department of Fish and Wildlife (CDFW) prior to commencement of construction. In addition, in accordance with Measures 1.10 and 4.2 of the Draft LSAA, Integral will provide CDFW contact information for the Designated Representative. Finally, in accordance with Measures 1.6 and 4.1 of the

Draft LSAA, Integral will provide notice of project commencement to CDFW at least 5 days prior to commencement of project-related activities.

- **Task 3, Foothill Yellow Legged Frog Methodology Submittal:** In accordance with Measure 2.16 Draft LSAA, Integral will submit a proposed survey methodology for preconstruction Foothill yellow-legged frog (FYLF) surveys for review and approval by CDFW.
- **Task 4, Worker Cultural/Environmental Awareness Training:** Cultural resource awareness training will be performed as required by CEQA Mitigation Measure CUL-3. Construction crews shall receive training in “basic archaeological identification” prior to the initiation of construction activities. This task includes production of hard copy training materials which will be provided to construction crew members.

In accordance with Measure 2.9 of the Draft LSAA, Integral will conduct an environmental education training session for all construction personnel, including a discussion of the biology and general behavior of any sensitive species which may be in the area, how sensitive species may be encountered within the work area, and procedures to follow when sensitive species are encountered. This task includes production of hard copy training materials to be provided to construction crew members. Follow-up trainings will be conducted by the onsite biologist for additional construction personnel associated with ongoing project phasing as part of biological construction monitoring associated with that project component (see task below).

- **Task 5, Preconstruction Surveys and Report:** In accordance with CEQA Mitigation Measure BIO-2 and Draft LSAA Measures 2.15, 2.16, 2.17, and 4.4, Integral will conduct 2 site visits to conduct preconstruction surveys for special-status species (California red-legged frog, foothill yellow-legged frog, western pond turtle, and California giant salamander. The results of these surveys will be presented in a report which will be provided to the District for their records and for submission to CDFW. Final preconstruction surveys for listed species will be conducted by the approved biologist within 48 hours immediately prior to construction activities (including vegetation removal and ground-breaking activities) and immediately prior to commencement of project-related activities on the first day of construction.

- **Task 6, Riparian Revegetation and Monitoring Plan:** In accordance with Measure 3.1 of the Draft LSAA, Integral will prepare a Riparian Revegetation and Monitoring Plan including a detailed native plant species palette, map showing plant spacing, specific performance criteria, monitoring, adaptive management, and invasive species removal in order to allow for successful habitat creation and maintenance. The plan will be provided to the District for their records and for submittal to CDFW for acceptance within 60 days of the Effective Date of the final LSAA.
- **Task 7, Biological Construction Monitoring:** In accordance with Measures 2.8, 2.10, 2.29, and 2.37 of the Draft LSAA, an approved biologist will conduct daily biological construction monitoring during all Project-related activities occurring in/adjacent to CDFW's 1602 jurisdiction ("project activities"). This task assumes two weeks (10 full working days) for one biologist to perform monitoring and includes travel expenses. The scope and budget for this task may be modified based on the contractor schedule.
- **Task 8, Project Completion Report:** In accordance with Measure 4.6 of the Draft LSAA, Integral will prepare information to contribute to the Project Completion Report, as relevant to the tasks herein, including some level of pre- and post-construction photo documentation (although the District and/or its contractor will be responsible for the full photo documentation), as well as documentation of compliance with permit conditions relevant to the tasks herein. This information will be provided to the District for their records and for inclusion in the Project Completion Report two weeks prior to the LSAA submittal deadline (due to CDFW within 30 days of Project conclusion).

Final permit requirements for the Project have not been issued as of the date of this proposal. The scope of work outlined in this proposal assumes conditions from the draft LSAA and other standard permit conditions. Any additional permit requirements issued at a later date will be addressed with a change order.

Schedule

Integral is prepared to start this work as soon as authorized. Construction activities are projected to start for the Woodland Capacity and Creek Crossing Project in late September or early October 2023.

Cost Estimate

A cost estimate for the tasks identified above is \$56,478. A summary of the costs is presented in the table below, details are presented in Attachment A. The work will be conducted on a time-and-materials basis under the rates provided in the attached estimate.

Task	Description	Cost
1	Project Management and Compliance	\$3,020
2	Biologist Approval/Preconstruction Notification	\$4,008
3	FYLF Methodology Submittal	\$1,708
4	Worker Cultural /Environmental Awareness Training	\$3,325
5	Preconstruction Surveys and Report	\$11,810
6	Riparian Revegetation and Monitoring Plan	\$5,485
7	Biological Construction Monitoring	\$20,933
8	Project Completion Report	\$6,190
Total		\$56,478

We look forward to working with you on this project. Please contact me at 707-636-3222 (office) or 707-953-8192 (mobile) if you have questions.

Sincerely,



Bridgette DeShields
Principal Scientist

Attachment A



**Attachment A. Table 1: Detailed Fee Proposal
Woodland Capacity and Creek Crossings Project, Cultural and Biological Monitoring**

Title/Role	2023 Hourly Rates	Total		Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 8	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
		Project Management and Compliance		Biologist Approval/Precon Notification		Foothill Yellow Legged Frog Methodology Submittal		Worker Cultural/ Environmental Awareness Training		Preconstruction Surveys and Report		Riparian Revegetation and Monitoring Plan		Biological Construction Monitoring		Project Completion Report			
Principal	\$305.00	7.5	\$ 2,288		\$0.00	0.5	\$152.50	0.5	\$152.50	0.5	\$152.50	2	\$610.00	1	\$305.00	1	\$305.00	2	\$610.00
Senior Eng/Scientist/Analyst 2	\$230.00	124	\$ 28,520	6	\$1,380.00	16	\$3,680.00	6	\$1,380.00	4	\$920.00	30	\$6,900.00	8	\$1,840.00	50	\$11,500.00	4	\$920.00
Project Eng/Scientist/Analyst 1	\$205.00	17.5	\$ 3,588	8	\$1,640.00	0.5	\$102.50	0.5	\$102.50	1.5	\$307.50	2	\$410.00	2	\$410.00	1	\$205.00	2	\$410.00
Associate/Technician 3	\$165.00	114	\$ 18,810		\$0.00		\$0.00		\$0.00	4	\$660.00	20	\$3,300.00	16	\$2,640.00	50	\$8,250.00	24	\$3,960.00
Editor/Project Coordinator	\$145.00	8.5	\$ 1,233		\$0.00	0.5	\$72.50	0.5	\$72.50	1	\$145.00	2	\$290.00	2	\$290.00	0.5	\$72.50	2	\$290.00
Sub-total Labor		271.5	\$ 54,438	14	\$3,020	18	\$4,008	8	\$1,708	11	\$2,185	56	\$11,510	29	\$5,485	103	\$20,333	34	\$6,190
Subcontractors																			
Far Western	10%	\$ 900	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$ 90	\$0	\$0	\$0	\$0	\$0	\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$ 990	\$0	\$0	\$0	\$0	\$0	\$0	\$990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursable expenses																			
Other (noticing, travel, toll, etc.)		\$ 800	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$200	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	
Field Equipment/H&S		\$ 250	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$100	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$0	
Subtotal ODCs		\$ 1,050	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$300	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	
GRAND TOTAL		\$ 56,478	\$3,020	\$4,008	\$1,708	\$3,325	\$11,810	\$5,485	\$20,933	\$6,190									
Work Elements																			
			Creation of project-specific compliance table for biological permitting requirements to be shared with the District. Table will track permit conditions and submittal completion status. This task includes District and agency communication as well.	Per draft LSAA 2.7 (CDFW-Approved Qualified Biologist and Monitors) and 1.6 (Notify CDFW Prior to Work), and 4.3 (Qualified Biologist Approval); RVSD will submit to CDFW, may require agency liaising.	Per draft LSAA 2.16 (Foothill Yellow Legged Frog Surveys and Methodology); RVSD will submit to CDFW, may require agency liaising.	Per draft LSAA 2.9 (Training Session for Personnel). Per CUL-3, construction crews shall be trained in "basic archaeological identification" prior to the initiation of construction activities. Includes hard copy training materials to be provided to construction crew members.	Per BIO-2 and draft LSAA 2.15 (Special-Status Species Survey), 2.16 (Foothill Yellow Legged Frog Surveys and Methodology), 2.17 (Western Pond Turtle Surveys); California red-legged frog; California tiger salamander and 4.4 (Survey Reports); RVSD will submit to CDFW, may require agency liaising.	Per draft LSAA 3.1 (Riparian Revegetation and Monitoring Plan); RVSD will submit to CDFW, may require agency liaising.	Per draft LSAA 2.8 (CDFW Approved Qualified Biologist or Biological Monitor On-site). Assume 10 days of monitoring are required.	Per draft LSAA 4.6 (Photographic Documentation of Work and Project Completion Report); RVSD will submit to CDFW, may require agency liaising.									



Attachment A. Table A2: 2023 Fee Schedule for Integral Staff

Title/Role	2023
Principal	\$305
Sr Consultant/Sr Analyst 2	\$290
Consultant/Analyst 3	\$250
Senior Eng/Scientist/Analyst 2	\$230
Project Eng/Scientist/Analyst 1	\$205
Scientist/Associate	\$180
Associate/Technician 3	\$165
Editorial/Document Specialist	\$145
Clerical	\$120