



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE ENVIRONMENTAL COMPLIANCE
AND PERMITTING SERVICES FOR PUBLIC
FISHING DOCK IN SUISUN CITY, CA**

Janet Hull, Recreation Manager
City of Suisun City
611 Village Drive
Suisun City, CA 94585

RFP Posting Date: August 12, 2024

SEALED PROPOSALS DUE NO LATER THAN 1:00PM, September 3, 2024

Purpose

The City of Suisun City Recreation, Parks, and Marina Department (City) is requesting statements of interest, qualifications, and proposals from qualified environmental consulting firms. The purpose of this Request for Proposals (RFP) is to secure the services of a consultant to assist the City in obtaining the necessary environmental permits required for the planning and construction of a 12-foot by 100-foot public fishing dock on the Suisun Slough. This includes ensuring compliance with all relevant state and federal regulations to facilitate the smooth and timely progression of the project. Qualified companies must be familiar with and have experience with similar marine type projects.

About Suisun City of Suisun

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents.

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs. The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is selected by the City Council from among its members.

1. PROJECT BACKGROUND AND DESCRIPTION

The Suisun City fishing dock project is a response to the community's long-standing concerns about the current state of the fishing infrastructure. The existing fishing dock is in disrepair and lacks accessibility, forcing anglers to fish off the Suisun Slough basin or adjacent sidewalks.

The proposed project will involve the planning and designs for a new 12-foot by 100-foot public fishing dock on the Suisun Slough, located at 701 Civic Center Blvd., behind and north of Suisun City Hall. The site is adjacent to an existing parking lot, providing convenient access for visitors. The GPS coordinates for the location are Latitude 38.238837, Longitude -122.037499.

This project will not only offer a designated and safe space for fishing but also support tourism and recreation within the community. The new fishing dock will serve as a hub for recreational and educational activities, promoting environmental education and providing public access to the Suisun Slough and Marsh areas.

The planning phase includes site analysis and assessment, determining general grades, confirming utilities and drainage, assessing site conditions, conducting geotechnical and topographic surveys, developing a schematic master plan with 3-dimensional or Virtual Reality renderings, providing a detailed cost analysis for project implementation, and preparing 30 and 65 Percent Design Plan Documents.

The environment compliance and permitting phase will include completing required environmental compliance and securing necessary permits. Documents include, but are not

limited to, California Environmental Quality Act (CEQA) which is anticipated to be a Notice of Exemption; California Clean Water Act 401 Certification, United States Clean Water Act 404 Permit, State Water Resources Control Board (SWRCB) Construction Activities Storm Water General Permit; California Department of Fish and Wildlife (CDFW) Take Permit and Lake/Streambed Modification; State Lands Commission Lease Amendment; and Delta Plan Consistency Determination.

All questions or requests for additional information must reference the above proposal name and must be submitted by 5:00 p.m. on August 20, 2024 to: jhull@suisun.com

Questions and answers will be issued to all interested and placed on the City of Suisun website by 5:00pm on August 22, 2024 at <http://www.suisun.com>.

2. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- I.** Carefully and thoroughly evaluate the scope of services and submission requirements, and any other relevant information. Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP.
- II.** Visit the Project site to become familiar with the general, local and site specific conditions.
- III.** Consider federal, state and local laws and regulations, labor availability, and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project.

3. SCOPE OF SERVICES: Environmental Compliance and Permitting for Public Fishing Dock

The subcontractor is responsible for obtaining the necessary environmental permits prior to construction of improvements to the public fishing dock project site. This includes conducting any assessments, reports, proposals, posting notices, etc required to obtain any of the permits. This includes the following:

- 1. CEQA Findings:**
 - Prepare and submit the California Environmental Quality Act (CEQA) documentation to demonstrate compliance with state environmental regulations. It is anticipated to be a Notice of Exemption.
- 2. California Clean Water Act 401 Certification:**
 - Obtain the 401 Water Quality Certification from the State Water Resources Control Board (SWRCB) to ensure the project meets state water quality standards.
- 3. United States Clean Water Act 404 Permit:**
 - Acquire the 404 Permit from the United States Army Corps of Engineers (USACE) for activities involving the discharge of dredged or fill material into waters of the United States.
- 4. SWRCB Construction Activities Storm Water General Permit:**

Request for Proposal – Environmental Compliance and Permitting for Public Fishing Dock

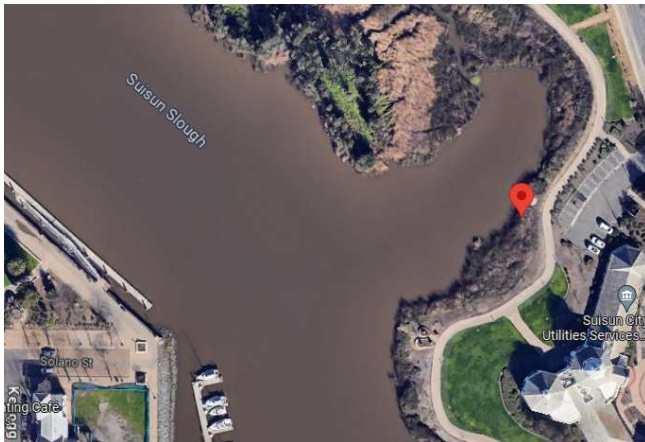
- Secure the General Permit for Storm Water Discharges Associated with Construction Activities from the SWRCB to manage stormwater runoff during construction.
- 5. **CDFW Incidental Take Permit:**
 - Obtain an Incidental Take Permit from the California Department of Fish and Wildlife (CDFW) for any potential impacts on protected species during the project.
- 6. **State Lands Commission Lease Amendment:**
 - Amend the existing lease with the California State Lands Commission to authorize the use of state lands for the project.
- 7. **CDFW Lake/Streambed Modification Permit:**
 - Secure a Lake and Streambed Alteration Agreement from the CDFW for any alterations to the bed, bank, or channel of the Suisun Slough.
- 8. **Delta Plan Consistency Determination:**
 - Obtain a consistency determination from the Delta Stewardship Council to ensure the project aligns with the Delta Plan's policies and regulations.

The subcontractor will manage all aspects of the permitting process, including preparing and submitting applications, coordinating with relevant agencies, and ensuring all permits are acquired in a timely manner to facilitate the smooth progression of the project.

Key Deliverables:

- PDF copy of proposed CEQA Findings
- PDF copy of California Clean Water Act 401 Certification
- PDF copy of United States Clean Water Act 404 Permit
- PDF copy of SWRCB Construction Activities Storm Water General Permit
- PDF copy of CDFW Incidental Take Permit
- PDF copy of State Lands Commission Lease Amendment
- PDF copy of CDFW Lake/Streambed Modification Permit
- PDF copy of Delta Plan Consistency Determination

Location:



The GPS coordinates for the location are Latitude 38.238837, Longitude -122.037499.

4. PROPOSAL FORMAT

Proposals must be:

- 1) Typed.
- 2) Be as brief as possible and not include any unnecessary promotional material.
- 3) Restrict each proposal to no more than 20 total pages including all responses, reference work, and information about the firm and individuals assigned to the project. Minimum font size is 12.

Provide three (3) copies of the proposal.

5. PROJECT TIMELINE

Request for Proposals due	September 3, 2024, 1:00pm
Selection Committee Review	September 4, 2024
Interviews (as needed)	September 5, 2024
Firm Selection	September 6, 2024
City Council Contract Approval	October 1, 2024
Consultant Initial Meeting	October 3, 2024
PDF copy of proposed CEQA Findings Due	December 1, 2025
PDF copy of California Clean Water Act 401 Certification	July 1, 2025
PDF copy of United States Clean Water Act 404 Permit	July 1, 2025
PDF copy of SWRCB Construction Activities Storm Water General Permit	July 1, 2025
PDF copy of CDFW Incidental Take Permit	July 1, 2025
PDF copy of State Lands Commission Lease Amendment	July 1, 2025
PDF copy of CDFW Lake/Streambed Modification Permit	December 1, 2025
PDF copy of Delta Plan Consistency Determination	February 1, 2026

6. GENERAL CONDITIONS

A. Pre-Contractual Expenses

City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant. Pre-contractual expenses are defined as expenses incurred by Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presenting Proposal during selection interview; (4) negotiating with City any matter related to this Proposal; (5) incurring any other expenses by Consultant prior to an executed Agreement.

B. Withdrawal of RFP

The City reserves the right to withdraw this RFP at any time without prior notice. In addition, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposals for its own convenience.

C. Rejection of Proposals

Request for Proposal – Environmental Compliance and Permitting for Public Fishing Dock

The City reserves the right to reject any or all Proposals submitted. Any Contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified.

D. Non-discrimination

Any Contract to be awarded as a result of this Request for Proposal will be awarded without discrimination based on age, disability, medical condition, race, color, religion, sex, sexual orientation, marital status, or national origin.

E. Proposal Length

The Consultant’s Proposal shall be no more than 20 pages, excluding a cover letter of up to two pages, dividers, and certificates. The RFP will not be counted when included in the Proposal.

7. SUBMISSION REQUIREMENTS

Proposals must be submitted to the following address as detailed below:

City of Suisun City
Subject: Planning and Design Services for a Suisun City Public Fishing Dock
Attn: Janet Hull, Recreation Manager – RPM Department
611 Village Drive
Suisun City, CA 94585

To be opened Tuesday, September 3, 2024

- All proposals must be received by 1:00pm on September 3.
- No late proposals will be considered
- No fax or email proposals will be considered
- Consultant must provide 3 original copies of proposal at time of submission