

## **RFQ 19-01**

The Sites Project Authority (Authority) is seeking to contract with an individual who has their own firm, or to retain the services of either an employee of a firm or other entity (Contractor) to provide project development services and function as an Authority’s Agent to continue to advance the Authority’s mission, which is:

- “to be a proponent and facilitator to design and potentially acquire, construct, finance, manage, govern, and operate Sites Reservoir and related facilities;
- to increase and develop water supplies; to improve the operation of the state’s water system; and
- to provide a net improvement in ecosystem and water quality conditions in the Sacramento River system and the Delta”.

The Contractor will be required to lead all environmental planning and compliance efforts associated primarily with development of the proposed Sites Reservoir (Project) – including the completion of the Final EIR/S; all permits/agreements for construction and operations; and interactions with the Board, Committees, Work Groups, the Project Development Team, which is comprised of the Authority’s Agents, Advisors and Representatives, and the Authority’s Consultants.

Similarly, should the Authority identify the potential development of other proposed projects that are consistent with the Authority’s mission, such as the proposed Maxwell Water Intertie Project, the Consultant will be required to lead all environmental planning and compliance efforts associated with the development of these proposed projects.

**Status:** This is a vacant position. With the expansion of project development services needed to advance the planning of the proposed Sites Reservoir Project, the current individual will be transitioning to a more strategic and advisory role.

This is an at-will contractual relationship reporting directly to the General Manager, who is serving as the project’s development director; supported under a contractual professional services agreement. The individual selected will not be an employee of the Authority. Currently, the Sites Project Authority does not have employees and uses either professional services agreements or local staffing agencies to obtain the necessary services, which are primarily related to advancing the development of the proposed Sites Reservoir Project through completion of the planning process. The Authority intends to award a contract for an approximate 3-year provision of services and conduct at least annual reviews of the Contractor’s performance. Prior to the end of this term, the Authority will evaluate the continued need for the provision of services and the performance of the Contractor providing these services. Should the Authority, at its sole discretion, determine the continued provision of services is needed to continue to develop the Sites Reservoir Project and the Contractor’s performance has

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added value, the Authority, will attempt to negotiate contract amendments to extend the duration for an additional 3-year term and potentially through the Project's commissioning.

**Submittal Date:** This opportunity will remain open and available until this position is filled.

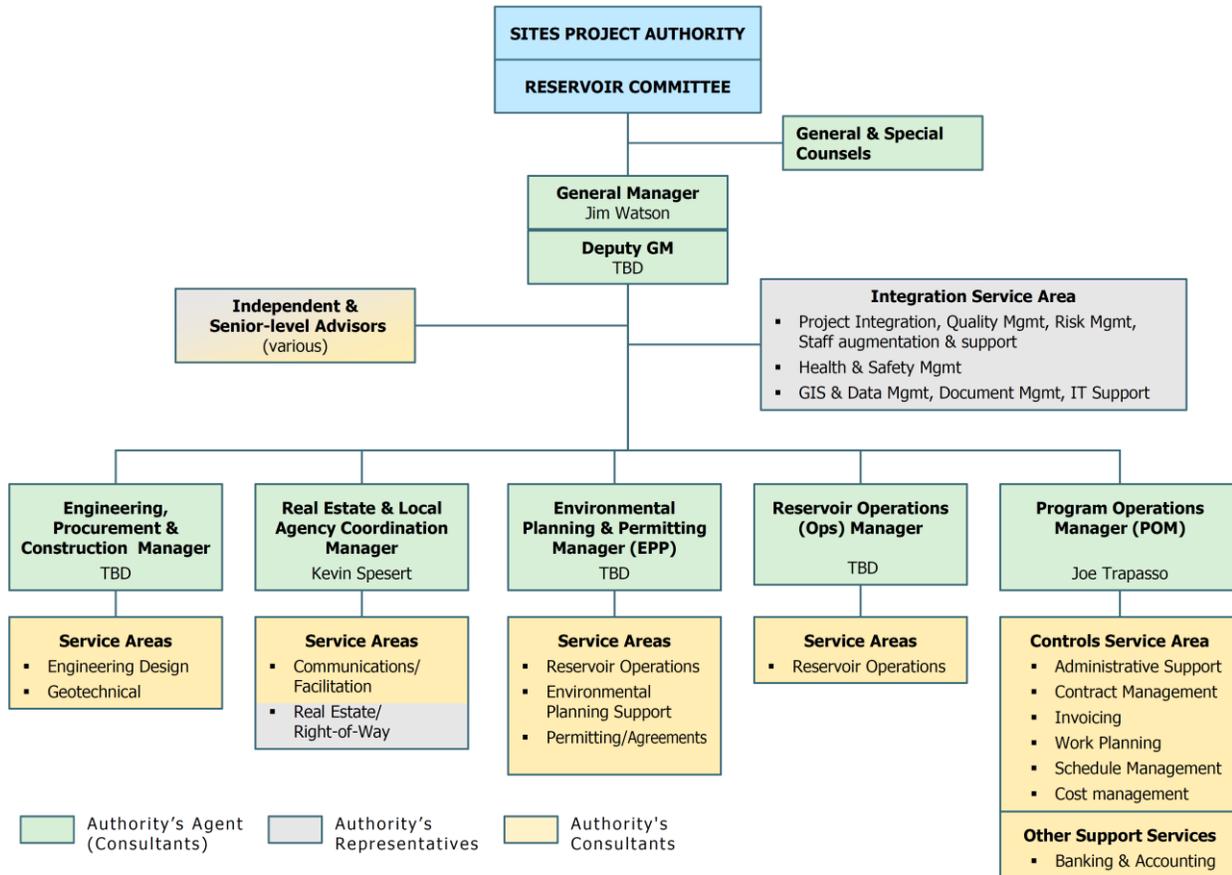
**Primary Roles and Responsibilities:** Oversee and manage the completion of all environmental analysis and documentation, the preparation of applications for permits and agreements needed to construct and operate the Sites Reservoir Project, the development of mitigation monitoring and reporting plans, and plans for adaptive management/operations. In addition, provide management services, work collaboratively with other Authority's Agents and specialty advisors to integrate the work activities being performed by a combination of the Authority's Representatives and Authority's Consultants (refer to Figure 1), and, in a timely manner, keep the Authority's Board of Directors and its Reservoir Committee informed on progress and relevant matters of interest.

In addition:

- As an Authority's Agent, the services include the development of potential policy and pre-decisional documents for the Authority Board's consideration and the integration with the various service areas; which necessitates there not be a conflict of interest created. Therefore, **while the relationship is non-exclusive**, the Contractor will be precluded from providing services to a firm that is or may be awarded another contract with the Authority. absent consent from the Authority, in which case, should such a firm selected to provide services for the other work which includes the Contractor providing services as a subcontractor, that firm's ability to provide other services is likely to be significantly limited. As such, the Authority reserves the right to determine if a potential conflict of interest may be created and if an appropriate remedy can be developed.
- This assignment will require the selected Contractor (or employee of the selected firm) to comply with California's Fair Political Practices Commission's processes, that includes annual submittal of their Statements of Economic Interests - Form 700 (<http://www.fppc.ca.gov/Form700.html>).
- The Sites Project Authority initiated its environmental planning process started in late 2015. Based on external funding and legislative requirements that planning process is expected to be completed before the end of the year 2021.
- After completion of the planning phase, the Contractor will oversee all environmental compliance activities related to the construction and operations of the Sites Project.

Figure 1: Organization Chart for the Proposed Sites Reservoir Project

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## Qualifications:

Each applicant should possess the following minimum qualifications:

- On large water infrastructure projects,
  - a. The successful leadership of environmental impact analysis documents ideally through the Record of Decision and Notice of Determination processes and then the management of environmental compliance during implementation.
  - b. The successful leadership of permit application(s) development and negotiations of permits.
- Extensive knowledge of federal and state of California environmental laws and statutes, including but not limited, to NEPA/CEQA, ESA/CESA, Clean Water Act/Porter-Cologne Water Quality Act, Rivers and Harbors Act and the National Historic Preservation Act.
- Demonstrated ability to develop and then manage budgets, schedule, and consultant contracts providing the technical needs and products outlined above.
- Demonstrated experience with various organizations, individuals and groups seeking information and/or providing their views regarding the Sites Project and the environmental planning and permitting process – including interaction with public, non-governmental environmental interests and organizations within the Sites Project participants.
- A Bachelor's degree is required; an advanced degree is a plus.

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### Desired:

- Extensive knowledge of California water issues and water rights, including the application of public domain analytical tools, such as CalSim2 and its associated water quality and biological life-cycle models.
- Proven experience working in a collaborative and positive manner with federal and state resource agencies, native American tribes, environmental interests and stakeholders. Existing contacts with federal and state resource agency staff are highly desirable.
- Proven experience with stakeholder coordination and community outreach support associated with environmental planning and permitting on large infrastructure projects, preferably in California.

Specific: The successful candidate will have extensive expertise, experience, education and availability to support the Authority and to perform and/or manage the following services:

- Plan, organize, staff, direct, control, assess and adjust all work performed by Service Area Consultants to prepare the environmental planning and permitting technical activities and reports
- Review and recommend acceptance or revision of technical activities, reports, and other work products relating to the environmental planning and permitting work efforts
- Review and recommend acceptance or revision of invoices and progress reports relating to the environmental planning and permitting work efforts
- Development of progress reports and identifying issues and potential solutions to the General Manager, Reservoir Committee and Authority Board Coordinate with the other project leadership (engineering, communications, administration, real estate) to incorporate the environmental planning and permitting work efforts into other Project efforts
- Plan and recommend scope, selection criteria and process to select contractors for environmental planning and permitting activities for future Project phases

The Contractor must be able to function independently and as part of the Sites Reservoir Project team. While the Contractor reports to the General Manager, the Contractor is often required to independently report to the both the Authority Board and the project participants in the Reservoir Committee.

**Submittal Requirements:** Please submit the following items.

1. Cover letter limited to 2 pages.
2. At least 3 professional references, preferably knowledgeable of the applicants experience in California
3. The candidate's detailed resume and employment history; emphasizing the past 10 years of work, which should not exceed 10 pages.

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4. No more than 5 pages, any specific projects, assignments, or work experiences. These should be presented in a concise case-study using either the PARADE (Problem, Anticipated Consequence, Role, Action taken, Decision-Making Rationale) or STAR (Situation, Task, Action, and Results) format to demonstrate the value created and why it is relevant.
5. Identification of potential conflicts of interest that may result should the individual or firm be selected to provide these services.
6. The proposed contracting method and, if applicable, attach the proposed contract or agreement. Any proposed contract shall identify specific exceptions or requirements that may be material to the evaluation process.
7. Proposed fee schedule applicable through Phase 2021.

**Submission:** Electronically: Attach the requested submittal information as a PDF and email it to: [info@sitesproject.org](mailto:info@sitesproject.org) with “Environmental Planning and Permitting Manager” in the subject line.

**Supplemental Information:** In addition to the following, additional information can be obtained from the Authority’s website (<https://www.sitesproject.org/>).

**Sites Reservoir Project:** This proposed Project consists of a 1,800,000 acre-foot off-stream reservoir, large-diameter conveyance facilities connecting to the Sacramento River as well as to two existing agricultural canals, grid interconnection facilities, roadways and bridges (both temporary and permanent), recreation facilities, and other ancillary facilities and features. The proposed Project to be located in the west side of the Sacramento Valley (refer to Figure 2), it will be owned and operated by the Authority, and it will be operated in a cooperative manner with both the US Bureau of Reclamation’s Central Valley Project and California Department of Water Resources’ State Water project to provide both water supply and environmental benefits.

Figure 2: Proposed Sites Reservoir Project’s facilities

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**Authority:** Formed in 2010, the Authority is an independent special agency created pursuant to the Joint Exercise of Powers Act, California Government Code Section 6500 et seq. to conceive, develop in a projectized manner, and eventually operate water infrastructure projects to benefit the Sacramento Valley. The Authority is currently governed by 9-member voting Board of Directors (11 agencies) that includes Colusa County (\*), Colusa County Water District (\*), Glenn County, Glenn-Colusa Irrigation District (\*), Placer County Water Agency/City of Roseville, Reclamation District 108, Sacramento County Water Agency/City of Sacramento, Tehama-Colusa Canal Authority, Westside Water District (\*); 3 non-voting Associate Members that include Maxwell Irrigation District, four local water districts collectively referred to as the TC-4, and Western Canal Water District; Ca Department of Water Resources as Ex Officio (non-voting), and the US Bureau of Reclamation as Cost-Share Partner (non-voting).

NOTE: Agencies shown with an (\*) are also voting participants in the Reservoir Committee

**Reservoir Committee:** Created by the Authority in early 2016 to manage the day-to-day development of the proposed Sites Reservoir Project, all of the local participants in this committee are interested in obtaining future water supply benefits in exchange for funding and financing the planning through construction. Currently, there are 22 local participants representing the Sacramento Valley, San Joaquin Valley, Bay Area, and Southern California who are planning to participate in the project's next phase. In addition, both Ca DWR and US Bureau of Reclamation are participating as non-voting participants.

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**Authority's Agents:** Consultants retained by the Authority to accomplish its mission and who are authorized to represent the Authority on all related matters. While under contract to the Authority, Authority's Agents are prohibited from being a prime or subconsultant on other contracts with the Authority. These consultants represent the Authority and the Reservoir Committee as the Core Project Development Team (aka "staff"). Through the Authority's Committees and the Reservoir Committee's work groups, Authority Board Members and Reservoir Committee participants address matters of relevant interest and provide their respective input to the Core Project Development Team.

**Authority's Advisors:** Consultants retained by the Authority to provide executive-level, strategic, and/or specialized consultation and advisory services to the Authority and/or Reservoir Committee. While under contract to the Authority, Authority's Advisors are prohibited from being a prime or subconsultant on other contracts with the Authority.

**Authority's Representatives:** Consultants retained by the Authority to provide project and program management/integration (Service Area A) and real estate (Service Area G) support to the Authority's Agents. The program management/integration consultant ensures that work being performed by Authority's Consultants meets the agreed to performance requirements and the work is being performed in accordance within the respective industry's standards of care. The Real Estate service area provider will assist the Authority in negotiating access and eventual acquisition agreements. When delegated, an Authority's Representatives may represent or otherwise stand in place for an Authority's Agent for non-policy related decision-making purposes, but without the ability to act on behalf of the Authority's Agents.

**Authority's Consultants:** Other consultants retained by the Authority to provide professional, technical, management, and other services (Service Areas B, C, D, E, F, H, and I).

**Service Area Consultants:** As of January 2019, the Authority is in the process of negotiating master service agreements representing nine (9) service areas, which include: A) Project Integration, B) Project Controls, C) Communications, D) Operations Simulation Modeling, E) Environmental Planning and Analysis, F) Permitting and Agreements, G) Real Estate, H) Engineering Services, and I) Geology and Geotechnical Engineering. As the Project advances, additional service area consultants will need to be retained (e.g. Construction Management and alternative delivery teams). Currently, the EPP Manager has direct responsibility for managing, as the Authority's Agent, the contracts associated with Service Areas D, E, and F, ensuring the integration of these service areas with Service Areas G, H, and I, and coordination and collaboration with Service Areas A and B. Of these service areas, Service Areas A and G are deemed to be Authority's Representatives and the remainder are deemed to be the Authority's Consultants.