

Staff Report

TO: Chair and Board Members
Yolo County Habitat JPA

FROM: Maria Wong
Executive Director

DATE: January 5, 2009

SUBJECT: Approve the Master Scope of Work and Consultant Contracts between JPA and the following individual firms: TAIC; SAIC; L- Studio; Berkeley Economic Consultants; and Ebbin Moser + Skaggs, LLC for continuing work related to development of the HCP/NCCP

Requested Action:

1. That the Board approve the Master Scope of Work; and
 2. Approve Consultant Contracts as to form with TAIC; SAIC; L- Studio; Berkeley Economic Consultants; and Ebbin Moser + Skaggs, LLC for continuing work related to development of the HCP/NCCP; and
 3. Authorize the Chair to execute said Agreements pending final approval by JPA counsel.
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BACKGROUND:

Over the last year the JPA completed several project milestones. The 2005 Section 6 grant scope of work is nearly complete and 2007 Section 6 contracts documents were received in December, clearing the way for contracts to be approved for the next stage of work identified in the Master Scope of Work which describes the tasks necessary to complete the HCP/NCCP planning process.

ANALYSIS:

The JPA has utilized a multi-firm team approach to development of the HCP/NCCP. Concurrent with approval of the Master Scope of Work, staff recommends adding two additional firms to the team: L-Studio and Science Applications International Corporation ("SAIC").

Master Scope of Work

The Master Scope of Work (Attachment A), outlines the tasks necessary to meet the JPA's goal of approving the HCP/NCCP by the target date of Spring 2010. At this time staff recommends that the Board fund a sub-set of the tasks (through July 2009) outlined in the Master Scope of Work. These tasks have been partially funded with the 2007 Section 6 grant and will produce a draft HCP/NCCP document and initiate the EIR/EIS scoping process. Staff recommends waiting to fund the remainder of the tasks until notification of grant awards for the 2009 Section 6 grant cycle are released (expected Spring 2009).

The Master Scope of Work was jointly prepared by TAIC, SAIC, L Studio, Berkeley Economic Consultants and Ebbin, Moser + Skaggs ("The Consultant Team"), and JPA staff. The scope identifies the major tasks to complete the HCP/NCCP; however, preparation of an economic analysis; preparation of the public review draft and the final environmental documents pursuant to NEPA and CEQA; and preparation of the Implementing Agreement are not included in this scope of work. These tasks and associated activities will be contracted separately as they require additional expertise or information before a scope and budget can be developed.

Project Schedule

The Yolo County NCCP/HCP Consultant Team has developed a project schedule for completion of the tasks identified in the Master Scope of Work. An overview of the project schedule will be provided at the Board meeting. The period of performance for the contracts under consideration is January 2009 to July 2009.

Consultant Team Structure

The proposed Consultant Team consists of the following individual Firms: Technology Associates ("TAIC"), Science Applications International Corporation ("SAIC"), L-Studio, Berkeley Economic Consulting, Inc ("BEC") and Ebbin, Moser + Skaggs ("EMS"). JPA Executive Director and the lead attorney from EMS will jointly coordinate and direct the management of senior staff from each Firm and the Project Schedule. JPA Executive Director will act as Project Manager ("JPA Project Manager") for this phase of HCP/NCCP development and will be responsible for contract administration. Individual Firms will assume the Lead on one or more of the tasks outlined in this Scope of Work according to their expertise as outlined in Attachment A.

The Consultant Team, working under the direction of the JPA Executive Director and the EMS lead attorney, and within this Scope of Work, will provide support to and seek input from the JPA's Steering Advisory Committee, Technical Advisory Committee and other working groups that may form to ensure that the broad range of stakeholder interest needs are addressed throughout the remainder of the planning process.

Contract Tasks and Compensation for Individual Firms. A summary of the tasks and budget for each firm's contract is provided below. Details regarding contract assumptions and budgets are provided in Attachments B-F.

Technology Associates ("TAIC"): TAIC will continue to provide technical support and expertise as outlined in Attachment B.

Contract Limit: \$470,881

Science Applications International Corporation ("SAIC"): SAIC will be primarily responsible for the development of conservation strategies and coordinating the production of HCP/NCCP documents as outlined in Attachment C.

Contract Limit: \$434,574

Berkeley Economic Consulting, Inc. ("BEC"): BEC's current contract consist of the following tasks: completion of the economic analysis of the agricultural strategy developed in the 2006 contract; identification of economic policy tools that can be used to implement the conservation goals for agricultural land; assess the costs of various

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preserve design options as they are being developed; and providing the economic and financial analysis of the HCP/NCCP. Staff recommends amending BEC's current contract to allow for additional team coordination as outlined in Attachment D.

Contract Limit: \$10,000 increase to current contract

L-STUDIO: L-Studio has been working as a sub-contractor and in that capacity developed the outreach posters and is completing a project brochure. Staff recommends contracting through July 2009 with L-studio as outlined in Attachment E.

Contract Limit: \$ 30,000

Ebbin, Moser + Skaggs, LLC ("EMS"): EMS's current contract does not anticipate the firm's role as project co-lead. Staff recommends entering into an additional contract specific to this task. In addition to project management, EMS's main responsibility will be reviewing draft work products for compliance with regulatory requirements as outlined in Attachment F.

Contract Limit: \$ 85,000

FISCAL IMPACT:

This contract will be funded from reprogrammed funds and the 2007 Section 6 grant. Program funding required to fund the five contracts under consideration is \$1,030,455 of which \$279,828 will be reimbursed to the JPA from the 2007 Section 6 grant.

Attachment A: Master Scope of Work

Attachment B: *Draft Agreement between TAIC and the JPA.*

Attachment C: *Draft Agreement between SAIC and the JPA.*

Attachment D: *Draft Agreement between BEC and the JPA.*

Attachment E: *Draft Agreement between L-STUDIO and the JPA.*

Attachment F: *Draft Agreement between EMS and the JPA.*

Exhibit A - Scope of Work

Yolo NCCP/HCP Plan Development

**Combined Scope of work for
TAIC, SAIC, L Studio,
Berkeley Economic Consultants
and Ebbin, Moser + Skaggs LLP**

January 5, 2009

The following scope of work for the Yolo Natural Heritage Program (NHP) was jointly prepared by TAIC, SAIC, L Studio, Berkeley Economic Consulting, Inc. and Ebbin, Moser + Skaggs (“The Consultant Team”), and the Executive Director of the Yolo County Habitat/Natural Community Conservation Plan JPA. This scope identifies the major tasks to complete the HCP/NCCP. However, some tasks are not covered under this scope of work, including preparation of an economic analysis; preparation of the public review draft and the final environmental documents pursuant to NEPA and CEQA; and preparation of the Implementing Agreement. These tasks and associated activities will be contracted separately.

Project Team Roles

The Consultant Team consists of the following individual Firms: Technology Associates (“TAIC”), Science Applications International Corporation (“SAIC”), L-Studio, Berkeley Economic Consultants (“BEC”) and Ebbin, Moser + Skaggs (“EMS”). JPA Executive Director and the lead attorney from EMS will jointly coordinate and direct the management of senior staff from each Firm and the Project Schedule. JPA Executive Director will act as Project Manager (“JPA Project Manager”) for this phase of HCP/NCCP development and will be responsible for contract administration. Individual Firms will assume the Lead on one or more of the tasks outlined in this Scope of Work according to their expertise (See Tasks).

The Consultant Team, working under the direction of the JPA Executive Director and the EMS lead attorney, and within this Scope of Work, will provide support to and seek input from the JPA's Steering Advisory Committee, Technical Advisory Committee and other working groups that may form to ensure that the broad range of stakeholder interest needs are addressed throughout the remainder of the planning process.

Project Schedule

The Yolo County NCCP/HCP Consultant Team has developed the following schedule for completion of the tasks identified in this Scope of Work. Major tasks to be completed are outlined below. Completion of the HCP/NCCP planning process within the desired timeframe depends on close coordination and the commitment of the Consultant Team to complete tasks on time and on budget. Each Firm is expected to inform the JPA Project Manager immediately of any condition that would cause delay in the schedule outlined in Exhibit A.

The period of performance for the consultant team work effort is November 15, 2008 to March 31, 2010.

TASKS

Tasks associated with this Scope of Work are described below. Each task identifies the lead Consultant Team member and anticipated supporting firms.

Task 1.0 Finalize the Covered Species List

The consultant team has used a comprehensive approach to evaluate species for inclusion or removal from the draft list of species to be addressed in the HCP/NCCP. Multiple reviewers, including experts from the wildlife agencies, the biological working group of the Steering Advisory Committee, and local species experts have reviewed the draft list and provided comments and feedback. The consultant team will review input and comments, and update the covered species list to be used to complete the planning and permitting process.

Deliverable: Produce updated list of species to be addressed in the planning process.

Lead: SAIC Supporting: TAIC

Task 2.0 Finalize Species Accounts

Draft species accounts have been developed for 69 species that are currently anticipated to be covered under the NCCP/HCP. These accounts focus on those key elements of the species life history that are important for conservation planning and management (e.g., species-habitat relationships, known threats, status and population trends, management issues); and information on species-habitat associations, life history, status and trends, threats and limiting factors, and known distribution in or near the study area. The wildlife agencies and the biological working group of the Steering Advisory Committee are reviewing the draft species accounts and will provide comments and feedback. Draft species accounts will be finalized based on the feedback and comments received. If additional species are added to the covered species list (Task 1.0), new species accounts will be drafted for those species (budget for drafting new species accounts will be authorized from the contingency budget).

Deliverable: Final species accounts for all covered species.

Lead: TAIC Supporting: SAIC

Task 3.0 Goals and Principles for Landscape Conservation & Preserve Design

3.1 Draft and Finalize Biological Goals, Objectives, and Criteria for Conservation

The goals, objectives, and criteria will describe what the NCCP/HCP will achieve for each species and ecological community along with criteria to evaluate the expected level of conservation. Goals, objectives, and criteria will be developed for each species and vegetation

community. The draft goals will be circulated to the wildlife agencies and to the Steering Advisory Committee for review and comment. These goals will be used to develop preserve designs and conservation strategies, and to undertake the conservation analysis.

The biological goals will be developed through four work sessions with biologists with expertise for each of the four taxonomic groups: Plants/vegetation communities, invertebrates, reptiles and amphibians, birds, and mammals. The goals will be quantitative in terms of acres targeted for conservation, descriptive in terms of preserve design objectives, and will identify general criteria for avoidance and minimization measures and for management and monitoring. Work sessions will be facilitated by SAIC staff with participation by local consultant team biologists as needed, wildlife agency biologists, and members of the biological working group of the Steering Advisory Committee. Draft goals and objectives will be presented to the Steering Advisory Committee for input prior to finalizing.

Meetings: Consultant team members will attend up to one team meeting, four work sessions and two Steering Advisory Committee meeting in support of this task.

Deliverable: Draft and final set of goals, objectives, and criteria for each species and vegetation community.

Lead: SAIC Supporting: TAIC

Task 4.0 Finalize Evaluation and Assessment Tools (Predictive Distribution Models and species locality data) for Species Prioritization and Analysis

4.1 *Finalize Predictive Species Distribution Models*

The consulting team has developed draft predicted distribution models for each species. The draft species models are currently under review by the wildlife agencies and the biological working group of the Steering Advisory Committee. The team will meet with the wild agency staff and biological working group to answer questions regarding the models and determine if and how the models will be modified. Modifications to the models will be made as needed.

4.2 *Finalize Species Locality Data*

Species locality data has continued to be collected from all known data sources (wildlife agencies, NGOs, Universities, and independent biologists). It will soon be necessary to “freeze” data collection efforts so that GIS analytical steps involved in preserve design and conservation analyses can be carried out. The consulting team will circulate the list of current data compiled in the database to the wildlife agencies and the Steering Advisory Committee prior to updating the GIS database. If significant new data sources are identified after this point, there will be another opportunity to integrate the new data into the database prior to plan finalization.

Meetings: Up to two biological working group meetings and two wildlife agency meetings.

Deliverable: Final predicted species distribution models, figures displaying predicted habitat for each species, and GIS acreage calculations, updated based on input from the wildlife agencies and the biological working group of the steering committee. Final species locality GIS database.

Lead: TAIC Supporting: SAIC

Task 5.0 Finalize the Agriculture Conservation Planning Tools

5.1 Finalize the Agricultural Habitat Value Matrix and Habitat Unit Conservation Goals

A draft agriculture habitat value matrix has been developed and presented to the wildlife agencies. The consulting team will facilitate a work session with key wildlife agency biologists and the consulting team biologists involved in setting up the preliminary habitat value rankings to further refine and reach agreement on the matrix. The work session will review the process for determining the habitat value rankings and the rationale for each species agriculture habitat values for each crop. The draft conservation goals for each species using agriculture will also be reviewed and updated during the work session. The updated matrix will be presented to the Steering Advisory Committee for further comment prior to finalizing.

Meetings: Consultant team members will attend up to one planning meeting, one work session and one Steering Advisory Committee meeting in support of this task

Deliverable: Final agricultural matrix and habitat unit conservation goals for each species.

Lead: TAIC Supporting: SAIC

5.2 Finalize Agricultural-Habitat Report: Report outlining Agricultural-Habitat Best Management Practices (BMPs), land owner/agricultural operator incentives, and Successful Agriculture-Habitat Conservation Programs

An administrative draft Agricultural-Habitat Report has been prepared and distributed for internal review. A public draft Report will be prepared and distributed through the Steering Advisory Committee for additional public input. The consultant team will revise the draft Agricultural-Habitat Report based on input received.

Meetings: Consultant team members will attend up to one Steering Advisory Committee meeting in support of this task

Deliverable: Final Agricultural-Habitat Report.

Lead: TAIC Supporting: SAIC

5.3 Economic Analysis of Agricultural Production Options and Incentives

A focused agricultural economic analysis is proposed that will provide information about agricultural market factors affecting agricultural operations in Yolo County that would help

guide conservation strategies under the plan. This information will assist in evaluating the economic feasibility the target ranges for agricultural production identified in the Agricultural Matrix Analysis. The economic analysis will also support the development of the BMPs and associated incentives.

Meetings: Consultant team members will attend up to two team meetings and in support of this task.

Deliverable: Economic analysis report (Note: Funding for BEC's participation in this task has been allocated under separate contract).

Lead: BEC Supporting: TAIC, EMS

Task 6.0 Finalize Alternatives and Select Preferred Conservation Strategies and Preserve Design

6.1 Finalize Conservation Strategy Alternatives

Conservation strategies describe the use of land preservation and management to achieve conservation goals and objectives. The general goals of the conservation strategy and preserve design are to represent all ecosystem/habitat types across their natural range of variation within the study area; and to include areas large enough to maintain viable populations, natural patterns of abundance and distribution, and evolutionary and ecological processes (including fire regime, flood plains, etc.). Identifying the best areas to accomplish these goals is a complex process that can best be accomplished using a combination of sophisticated GIS analysis and modeling tools combined with a detailed understanding of species, community, and landscape ecology.

Conservation strategies and the preserve design are expected to result from a combination of habitat preservation easements and set-asides (primarily in the uplands and some riparian and wetland habitats), conservation-oriented development policies and guidelines, and coordinated management of agricultural lands and riparian and wetland habitats. Draft conservation strategies and preserve design approaches are currently in various stages of development for each of the three identified subareas (natural uplands, riparian/wetlands, and agriculture). The conservation strategies describe the opportunities for conservation benefits to the Plan's proposed covered species in terms of map-based and process based outcomes. Alternative conservation strategies for each of the three subareas will be finalized with accompanying maps, figures, and tables. The consultant team will work with the JPA Project Manager, the Steering Advisory Committee and the wildlife agencies to refine and reach agreement on existing draft conservation strategies and preserve design approaches. The summary of the alternatives development and selection process will be formatted as a section or chapter of the Plan and/or the EIS/EIR documents.

Meetings: Consultant team members will attend up to 2 meetings with the JPA PM and Consultant Team, 2 meetings with the wildlife agencies, and 2 meetings with the SAC to coordinate preparation of the strategy alternatives

Deliverable: Conservation strategy alternatives text, maps, tables, and figures formatted for the Plan and/or the EIS/EIR.

Conservation Strategies~

Lead: SAIC Supporting: TAIC, EMS, BEC

Preserve Design~

Lead: TAIC Supporting: SAIC, EMS, BEC

6.2 Select Preferred Conservation Strategy Alternatives

The Consultant Team will assist the JPA and affected stakeholders in selecting preferred conservation strategies based on the highest practicable conservation outcomes. The potential benefits and costs of each alternative will be summarized to facilitate informed decision-making. The preferred conservation strategies will be documented and formatted as the conservation strategy chapter (Chapter 5) of the Plan.

Lead: SAIC Supporting: TAIC, EMS, BEC

Meetings: Consultant team members will attend up to four meetings with wildlife agency staff; six working group meetings and four SAC meetings in support of this task.

Deliverables: Final text and figures for conservation strategy chapter (Chapter 5).

Task 7.0 Conservation Analysis

The conservation analysis provides the detailed species-specific analysis of the level of conservation and impacts to species and habitats expected to occur as a result of the preserve design and conservation plan. This information will be used by the wildlife agencies (in addition to their own analysis) to help justify the issuance of incidental take permits. The conservation analysis includes the quantitative GIS calculations showing acres of habitat conserved and managed for each species, and a descriptive analysis of the effects of the criteria that will be applied under each conservation strategy and the conditions to that must be met for each species to meet species coverage requirements.

7.1 Initial Conservation Analysis of Alternative Conservation Strategies

An initial quantitative conservation analysis will be conducted for each alternative conservation strategy. This GIS-based analysis will calculate the number of acres (or habitat units in agricultural areas) of each vegetation community, each species predicted habitat, and the number of known localities expected to be conserved under each alternative. This initial conservation analysis will be used to evaluate the relative ability of each alternative to achieve the conservation goals.

Meetings: Consultant team members will attend up to four meetings with wildlife agency staff; six working group meetings and four SAC meetings in support of this task

Deliverables: Text and tables summarizing the quantitative conservation analysis results for each alternative.

Lead: TAIC Supporting: SAIC

7.2 Finalize Conservation Analysis

The draft quantitative conservation analysis will be finalized based on the selection of the preferred conservation strategies. A descriptive analysis of the level of conservation for each species will be written that incorporated the analysis of the effects of the criteria on each species and will be used to develop the conditions for coverage (avoidance criteria, management and monitoring requirements). The final conservation analysis will include figures and tables summarizing the level of conservation for each species, and will be formatted as an appendix to the Plan.

- Meetings: Consultant team members will attend up to 3 working group meetings, 2 wildlife agency meetings, and 1 SAC meeting in support of this task

Deliverables: Final conservation analysis document (Appendix to Plan).

Lead: TAIC Supporting: SAIC

Task 8.0 Develop the Implementation Approach and Structure including Plan Management, Funding, Administration, and Governance

This task will involve focused discussions with the JPA, stakeholders, and wildlife agencies regarding the implementation approach and structure for the plan. A plan for a governance, funding, and administration of the plan will be developed to identify the entity(ies) to assume responsibility for plan implementation and oversight. The processes for coordination of the preserve assembly (acquisitions/easements), project review and compliance, monitoring and management will be developed and described. Up to three alternative implementation structure options will be developed. The Consultant team will assist the JPA in selecting a preferred implementation structure which will be formally described in the HCP/NCCP document. The implementation approach will be documented and formatted as Chapter 6 in the Plan.

Meetings: Consultant team members will attend up to 1 meeting with wildlife agency staff and 1 SAC meeting in support of this task

Deliverable: Implementation Chapter (Chapter 6)

Lead: EMS Supporting: SAIC, TAIC, BEC

Task 9.0 Identify and Describe Covered Activities that May Affect Resources in the Plan Area

This task involves the identification and description of the types of activities, including development, agriculture, infrastructure, and operations and maintenance, that may affect sensitive resources within the plan area. The consultant team will work with the JPA Executive Director to identify and interface with the county; the four incorporated cities; SACOG; Caltrans; federal state and local agencies, utility service providers; and others who are expected to undertake work in the Plan area to develop a representative list of activities that should be covered under the NCCP/HCP. These activities will be summarized in the Covered Activities Chapter (Chapter 3) that describes the activities that will receive regulatory coverage as well as identifying compatible activities that may be allowed within reserve areas.

Meetings: Consultant team members will attend up to 4 applicant meetings, 2 meetings with wildlife agency staff; 1 working group meeting and 1 SAC meeting in support of this task

Deliverable: Covered Activities chapter (Chapter 3) describing activities within the plan area that may affect sensitive resources, including development, agriculture, and operations and maintenance of public and private infrastructure.

Lead: SAIC Supporting: TAIC

Task 10.0 Conduct the Impact Assessment

The impact assessment will estimate the impact to covered species as a result of the implementation of the HCP/NCCP, including the effect of covered activities. The analysis will consider the level of incidental take that is reasonably expected to occur within the planning area. Where appropriate, the impact assessment will consider species level impacts using population scaled units of measurement, to the extent practicable. Impacts from covered activities on natural communities covered by the Plan will consider ecosystem integrity, ecosystem function and species diversity. Impacts associated with location-specific projects may be directly calculated using GIS; impacts resulting from other covered activities will be estimated based on the best available information. It is possible that certain project-specific impacts will need to be evaluated through subsequent environmental review processes undertaken by project proponents. The impact assessment will be documented and formatted as Chapter 4 in the Plan.

Meetings: Consultant team members will attend up to two meetings with wildlife agency staff; one working group meeting and one SAC meetings in support of this task.

Deliverable: Impact Assessment Chapter (Chapter 4)

Lead: TAIC Supporting: SAIC, EMS

Task 11.0 Coordinate General Plan policies with NCCP

The County is in the process of updating its General Plan. It will be important for the General Plan to be consistent with the NCCP/HCP with regard to the conservation and open space policies and guidelines, as well as planned development, housing density, and planned roadways and other infrastructure. The consultant team will coordinate with the County to evaluate the proposed General Plan land use relative to biological resources and preserve design, and will integrate proposed General Plan estimates for indirect effects and cumulative impacts into the NCCP/HCP development process. The consultant team will provide feedback to General Plan update process to ensure consistency between the two planning efforts.

Meetings: Consultant team members will attend up to two meetings with county staff in support of this task

Deliverable: Maps showing proposed General Plan land use relative to the biological resource data and conservation strategy/preserve design.

Lead: JPA Supporting: TAIC, SAIC

Task 12.0 Coordination with Other Planning Processes

Several parallel planning processes of local and regional significance are currently being undertaken by others. These include the County's Integrated Regional Water Management Plan; upcoming general plan updates for the four incorporated cities; the SaCOG Blueprint and Greenprint Plans; and the Bay-Delta Conservation Plan. These processes have the potential to be valuable information inputs into development of the Yolo NHP and could result in efficiencies in time, effort and cost to the JPA. The consultant team will assist the Executive Director as needed in coordinating development of the Yolo NHP with these related planning processes.

Meetings: Consultant team members will attend up to three 2 hour meetings with in support of this task

Deliverable: None.

Lead: JPA Support: SAIC, TAIC, EMS, BEC

Task 13.0 Outreach to Local Colleges/Universities

The scientific community at UC-Davis and other nearby colleges, universities, and other conservation and research centers represent an important potential source of information. The consultant team will continue to contact key researchers at these institutions to obtain, where available, information and data relevant to the plan development and implementation process.

Meetings: Consultant team members will participate in up to two all-day coordinating meetings in support of this task.

Deliverable: None

Lead: JPA Supporting: TAIC, SAIC

Task 14.0 Public Outreach and Communication

Public participation and outreach are critical to building a broad base of support for the Yolo NHP planning process. Given the complexity of the issues involved, the number of stakeholders who are invested in the outcome of the planning process and the timeline for decision making, the goals of the public involvement strategy are to involve and inform the public about the Yolo Natural Heritage Program, ensure that the Yolo Natural Heritage Program reflects the values of the public at large, and build broad community support for the successful implementation of the NCCP/HCP.

Objectives of Public Outreach and Communication:

- . Present program analysis and recommendations to public
- . Educate the public on the importance of this regional planning initiative
- . Involve and inform the public about the program in order to reflect the values of the public and garner robust and lasting support
- . Build awareness and pride in the community, fostering a coherent sense of place based on an understanding of the importance of local economies and natural communities
- . Create demand for Yolo-based products and opportunities for the County's economy
- . Foster collaborative partnerships
- . Build support from government agencies and key stakeholders

The following are identified as communications materials that will be required for public outreach and program documentation for the Yolo Natural Heritage Program. This phase of public outreach is expected to extend through the end of 2009.

14.1 Traveling Kiosk.

Design content and graphics for kiosk displays; produce art for fabricator; coordinate fabrication of 2D graphic panels; help structure questions for interactive touch screen display and share files for graphics.

14.2 Public Open House Support.

Develop outreach strategies for one public open house to be held in each of the four incorporated cities; design outreach materials including invitations, posters and displays; produce digital art and manage production; attend initial session to capture feedback. Leveraging existing stories and images develop design and content for "take away" and "leave behind" outreach materials including a pocket brochure, posters, bumper stickers; produce art work for pdf downloads and printed versions; manage production.

14.3 *E-Newsletter.*

Design template for a 1 page e-newsletter; generate art for up to four editions; assist in coordination of distribution

14.4 *Annual Report.*

Develop template for two sided pdf with annual updates; produce 07/08 for posting to website; produce limited run of printed editions

14.5 *L-Studio Contingency (10%)*

Assist in identifying other materials needed to facilitate public outreach and communications about the program; provide consulting, strategy, design, digital art and production management as needed up to budget allocation

Lead: L Studio Support: EMS, TAIC

Task 15.0 Prepare Introduction and Existing Conditions Chapters

The consultant team will develop *Introduction* and *Existing Conditions* chapters of the HCP/NCCP document. The Introduction chapter (Chapter 1) will include the background, purpose, and objectives of the Plan; reviews the regulatory setting; and summarizes the HCP/NCCP process. The Existing Conditions chapter (Chapter 2) will describe describes the historic and current ecological conditions; natural communities and habitats, and covered species addressed in the plan; and discusses climate change. The first draft of these chapters has been developed; therefore this task covers effort on subsequent drafts.

Meetings: Consultant team members will attend up to two team meetings and one Steering Advisory Committee meeting in support of this task

Deliverable: Draft Introduction and Existing Conditions chapters.

Lead: SAIC Supporting: TAIC

Task 16.0 Design Draft Adaptive Management and Monitoring Framework Plan

Develop the draft adaptive management and monitoring framework plan identifying management and monitoring responsibilities, targets for management and monitoring, triggers for management actions, timing of management and monitoring actions. The draft adaptive management and monitoring framework plan will at a minimum identify potential uncertainties in the Plan, incorporate a range of alternatives for addressing those uncertainties, describe a monitoring program to determine the periodic success rate of each of these alternatives and develop a feedback loop from the monitoring program that allows management strategies to be updated and improved, if needed, over the life of the Plan.

The draft adaptive management and monitoring framework plan will be developed in three stages to allow for early and frequent input from representative affected stakeholders: 1) The consultant team will work with the JPA Project Manager and the Steering Advisory Committee and its relevant working groups to identify an appropriate range of management and monitoring tools that are both flexible and promote the desired biological and regulatory outcomes. 2) The consultant team will use this information to prepare an administrative draft of the adaptive management and monitoring framework plan for internal review purposes. 3) A public draft adaptive management and monitoring framework plan will be prepared for inclusion in the draft HCPNCCP documentation.

Meetings: Consultant team members will attend up to three working group meetings and two SAC meetings in support of this task.

Deliverable: Text and figures associated with the adaptive management and monitoring framework plan formatted as the monitoring and adaptive management chapter.

Lead: SAIC Supporting: TAIC, EMS

Task 17.0 Prepare Supplemental Chapters/Sections of the Plan Document

Once the core chapters of the Plan are complete, the consultant team will develop the supplemental chapters/sections, including:

- **Acronyms and Abbreviations used in the HCP/NCCP**, lists the acronyms and abbreviations used in the document.
- **Glossary**. A list of terms and their definitions used in the document.
- **List of Preparers**. Identifies the individuals involved in the preparation of this document.
- **Literature Cited**. A comprehensive bibliography of references cited in the text.

Meetings: No additional meetings required under this task.

Deliverable: Supplemental sections/chapters.

Lead: SAIC Supporting: TAIC

Task 18.0 Draft Plan Review and Revision Cycles

The draft plan will undergo three review cycles before finalization. (1) An internal administrative review draft will be prepared for review by the consultant team, JPA staff and the wildlife agencies. (2) A preliminary public draft will be prepared based on comments on the internal review draft and distributed to the public through the Steering Advisory Committee; (3) A revised public review draft will then be prepared based on input received during the Steering Advisory Committee/wildlife agency review process and distributed for formal public input and comment.

Meetings: The consulting team will participate in 2 meetings with the JPA PM and up to 6 conference calls with the JPA PM to coordinate revisions to the review documents

Deliverable: Internal administrative review draft; a preliminary public draft; final public review draft.

Lead: EMS Supporting: SAIC, TAIC

Task 19.0 Coordination/Support to NEPA/CEQA Consultant

The environmental process will be contracted separately and conducted by a yet to be identified consulting firm. Initiation of the environmental review process will commence during the term of this contract. The EIR/EIS will incorporate alternatives described in the proposed conservation plan. The Consultant Team will provide support to and coordination with the NEPA/CEQA consultant to aid in initial scoping and in the development of the EIR/EIS by assisting in the development of alternatives including at a minimum a No-Take Alternative; a No-Project Alternative; and a Greater Level of Conservation alternative.

Meetings: Consultant team members will attend one kick-off meeting and up to two coordinating meetings in support of this task.

Deliverable: As needed GIS support, consultation, and meetings.

Lead: JPA/FWS Supporting: EMS, TAIC, SAIC

Task 20.0 Funding Procurement Support

The consultant team will provide support to JPA to develop proposals for funding under the U.S. Department of the Interior’s Cooperative Endangered Species Conservation Fund (“Section 6” Program). At the request of the JPA, the consultant team will assist the JPA in identifying and securing other sources of funding from State, federal and private programs.

Lead: JPA Support: EMS, TAIC

Task 21.0 Website Support

The Yolo Natural Heritage Program website is the project’s primary communication tool. Ongoing and regular maintenance of the website is necessary to ensure that the public and interested stakeholders are informed and involved.

Deliverables: Species and natural communities page; conservation portfolio page; conservation project highlights page; events calendar. Ongoing website maintenance.

Lead: TAIC Support: L-Studio, SAIC

Task 22.0 Ongoing Data Collection, Updates, GIS Data Integration and Maintenance

The maintenance of the GIS database includes the ongoing update of GIS data as primary source data is updated, the acquisition of new relevant GIS layers that were not previously available, and the ongoing integration and maintenance of primary data layers with analytical data layers generated throughout the conservation planning process. It will soon be necessary to “freeze” data collection efforts for species locality data so that GIS analytical steps involved in preserve design and conservation analyses can be carried out (see Task 4.2). Maintenance and updates to other data layers including the Resource Management Status data layer (including tracking of new conservation easements and conserved lands) will continue to occur throughout the project.

Deliverable: Up-to-date GIS database with metadata (delivered at the end of the project).

Lead: TAIC Support: SAIC

Task 23.0 Formal Team Meetings

In addition to the ongoing internal team meetings, conference calls, etc to coordinate efforts with the consultants and outside parties, a number of additional formal team meetings will be required. The formal meetings include meetings with the JPA (4 total), Steering Committee (6 total), Wildlife agencies (6 total), Public Workshops (4 total), and weekly team conference calls (52 per year).

Lead: JPA Support: TAIC, SAIC, EMS, BEC, L-Studio

Deliverable: Table of Action Items.

Tasks Not Covered by this Scope of Work

The tasks and activities associated with an economic analysis of the Yolo NHP and the NEPA/CEQA environmental document development are not included in this proposed scope of work and its associated budget and contract. The economic analysis tasks and NEPA/CEQA environmental documentation will be contracted separately with an independent environmental consultant.

NEPA/CEQA Documentation and Economic Analysis

The NEPA/CEQA documentation and Economic Analysis tasks are briefly identified here; however, the details of these tasks will be developed at a later date by the NEPA/CEQA and economic consultants and will be contracted separately.

- Scoping and Preparation of NOI/NOP
- Preparation of Environmental Documents
 - Administrative review draft
 - Public review draft
- Finalize Plan and Environmental Documents Based on Public Review

- Economic analysis of the HCP/NCCP implementation
- Implementing Agreement

General Scope Assumptions Regarding SAIC's and TAIC's Role

In addition to assumptions described for each scope task, for all tasks described in the above scope of work SAIC and TAIC make the following general assumptions:

- Written comments provided by the Steering Advisory Committee and JPA to deliverables will be consolidated and conflicting comments resolved by the JPA PM before submittal to SAIC and/or TAIC.
- For each deliverable listed that includes a review, there will be only a single comment cycle and any additional revisions would be considered to be for the subsequent deliverable (if there is a subsequent deliverable in the scope of the task). In the event of several comment cycles, a contract revision will be requested to increase funding for the additional scope.
- All deliverables will be provided by SAIC and/or TAIC to the JPA PM and the JPA PM will be responsible for distribution to appropriate reviewers.
- SAIC and/or TAIC is not responsible for the accuracy or completeness of data and information provided to SAIC and/or TAIC by the various federal and state agencies or other parties and consultants that is used on any aspect of this project.
- Should there be a delay in receipt of comments from reviewers to draft documents from the agreed to review period for each review deliverable, there will be a day-for-day slip in SAIC's and/or TAIC's responsibility as to schedule.