

Los Cerritos Wetlands Authority

Date: February 3, 2017

To: Governing Board Members

From: Mark Stanley, Executive Officer

Subject: Item 10: Consideration of resolution to authorize a contract amendment to Tidal Influence Project Management and Property Services Contract for additional management services (16003).

RECOMMENDED ACTION: That the Los Cerritos Wetlands Authority authorize a contract amendment to Tidal Influence Project Management and Property Services Contract for additional management services (16003).

BACKGROUND: The LCWA has successfully partnered with Tidal Influence to manage the LCWA properties, implement and administer grants and provide leadership for the Los Cerritos Wetlands Stewardship Program. Tidal Influence was selected and awarded a contract in February 2016 (Resolution 2016-05) for the property management, grant administration, management of the Los Cerritos Wetlands Stewardship Program, and on-call specialized services as necessary (LCWA16003). Due to recent personnel changes within the LCWA, staff capacity will be severely limited in its ability to provide the required Project Management services. These personnel changes include a vacancy in the Project Analyst/Staff Biologist position. The LCWA has been in negotiations with Los Cerritos Wetlands LLC (LCWLLC) for the transfer of real property and thus requires supplemental consultant services for the review of pertinent materials such as management of the option agreement, review of the mitigation bank, attend various meetings and other management services. Tidal Influence contract amendment would include additional project management services for, Grant Management and Restoration Project Implementation Services consistent with grants funded, Public Outreach and Administrative Services, LCWA Representative for Correspondences and Meetings and Document Review and Analysis.

Staff is recommending authorizing a contract amendment to Tidal Influence Project Management and Property Services Contract for revision of the scope of work, budget and contract term as detailed in Exhibit A. The current contract with Tidal Influence is authorized for a total amount not to exceed \$24,000 and it does not have sufficient funding to adequately support the current scope of work and include additional management services; therefore it is necessary to amend the current contract's scope work, budget and term. In addition, Tidal Influence has extensive experience and technical expertise to provide the LCWA with the necessary management services outlined in their proposal, further reducing the exposure of any liabilities. Tidal Influence was founded with a mission of conserving and restoring all of Los Cerritos Wetlands and this consultant has been dedicated to building partnerships and implementing projects since 2009. Tidal Influence intends to continue providing the LCWA with quality land management services, while coordinating all stewardship programming and the administration of LCWA grant funded projects. Tidal Influence is a diverse compilation of qualified individuals who are expert in their fields that are able to work collaboratively to meet all of the LCWA requirements. Further, Tidal Influence is well respected in the community and has developed strong relationships with critical LCWA partners, non-profits, stakeholders and community leaders which will benefit the LCWA with continuing to build relationships to aid the LCWA in managing the complex coastal properties.

FISCAL: The LCWA Budget FY16/17 will be amended to reflect a contract amendment with Tidal Influence Project Management and Property Services for additional management services (16003) for a total amount not to exceed \$35,000 and extend the contract term for one additional year with a 2-year extension to be negotiated prior to the termination date. This contract will be paid from the 2016 LCWA lease fees and through the Los Cerritos LLC Memorandum of Option Agreement Funds which allowed expenditures for this type of consultant contract.

**Exhibit A:
Revised Scope of Work, Budget and Contract Term
for the
LCWA16003 Tidal Influence Project Management and Property Services Contract**

The following are revised tasks and services to be provided by Tidal Influence for implementation of this contract amendment:

1. Land Management Services includes routine property patrols, semi-monthly property patrol reports, identifying and redirecting non-beneficial uses and activities related to the Los Cerritos Wetlands, excluding the Homeless Relocation Services Contract, and as specified per the original contract terms for LCWA16003 Land Management, Grant Management Services and Implementation of the Los Cerritos Wetlands Stewardship Program; and,
2. Provide Program Implementation and Coordination for the Los Cerritos Wetlands Stewardship Program, which will support land management activities and include developing flyers for announcing all public events, coordinating all public events and as specified per the original contract terms for LCWA16003 Land Management, Grant Management Services and Implementation of the Los Cerritos Wetlands Stewardship Program; and,
3. Grant Management and Project Implementation Administrative Services consistent with grants awarded including management of Proposition 1 grant funds, in-lieu-fee programs including the Ascon Southern Tarplant Mitigation and other restoration projects as specified per the original contract terms. Project management of all grant funds to ensure these funds and their associated timelines, tasklists and budgets are completed in a timely manner and as agreed upon with the funding agencies; and
4. LCWA Representative for Correspondences and Meetings
 - a. Represent the LCWA at all EIR project meetings/calls and brief LCWA staff and consultants on the proceedings
 - b. Represent the LCWA on all wetlands restoration or mitigation bank project meetings/calls and brief LCWA staff and consultants on the proceedings
 - c. Provide updates to LCWA on monthly JPA calls
 - d. Communicate and provide weekly updates to LCWA Staff on all communications in regards to LCWA Partners, Stakeholders, and other representatives
 - e. Provide the LCWA with monthly and detailed email updates and completed deliverables
 - f. Represent the LCWA at public meetings regarding LCWA matters
 - g. Attend field meetings or oversee any field data collection pertaining LCWA matters

5. Document Review and Analysis
 - a. Lead a team of consultants to review documents related to the Los Cerritos Wetlands Restoration and Oil Consolidation Project Restoration Plan but not limited to, restoration plans, Phase 1 and 2 environmental site assessments, Draft EIR, mitigation bank prospectus, bank enabling instrument, and permit applications.
 - b. Manage the development of the project's PAR analysis to determine the long-term management endowment
 - c. Review technical documents and provide input to the LCWA
6. Public Outreach and Administrative Services
 - a. Provide public outreach services as deemed necessary including stakeholder site tours, presentations, or creation of outreach materials
 - b. Provide updates at LCWA board meetings pertaining all projects
 - c. Post project information on the LCWA website upon request
 - d. Provide staff to prepare documents for board meetings pertaining to this project
 - e. Provide staff to take meeting notes pertaining to this project and distribute to LCWA staff
7. Land management services and the coordination, management and administration of the Stewardship Program will be retained for a monthly fee of \$2,000.00. This fee will include per month a total of 5-hours for the Principal Restoration Ecologist, 15-hours for the Associate Restoration Ecologist and other miscellaneous materials. If additional hours are required, the hours will be charged based on the Consultant's fee schedule.

February 3, 2017 – Item 10

RESOLUTION 2017 – 02

RESOLUTION OF THE LOS CERRITOS WETLANDS AUTHORITY TO
AUTHORIZE A CONTRACT AMENDMENT TO TIDAL INFLUENCE
PROJECT MANAGEMENT AND PROPERTY SERVICES CONTRACT
FOR ADDITIONAL MANAGEMENT SERVICES (16003).

WHEREAS, the Los Cerritos Wetlands Authority has been established between the Coastal Conservancy, the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, the City of Seal Beach and the City of Long Beach to facilitate the acquisition, protection, conservation, restoration, maintenance and operation an environmental enhancement of the Los Cerritos Wetlands; and

WHEREAS, the LCWA has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects within the Los Cerritos Wetlands; and

WHEREAS, this action will authorize a contract amendment to Tidal Influence Project Management and Property Services Contract for additional management services (16003); and,

WHEREAS, This action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); and NOW

Therefore, be it resolved that the LCWA hereby:

1. FINDS that the actions contemplated by this resolution is exempt from requirements of the California Environmental Quality Act.
2. FINDS that this action is consistent with the purposes and objectives of the LCWA.
3. Authorizes a contract amendment to Tidal Influence Project Management and Property Services Contract for additional management services (16003) for a total amount not to exceed \$35,000 for one additional year commencing February 3, 2017 and terminating on February 3, 2018 with an option to extend the contract for 2-years to be negotiated prior to the termination date. In addition, this contract will require budget revisions to the FY16/17 Budget.
4. The Los Cerritos Wetlands Authority adopts the staff report dated February 3, 2017.

~ End of Resolution ~

Passed and Adopted by the Board of the
LOS CERRITOS WETLANDS AUTHORITY ON February 3, 2017.

Sam Schuchat, LCWA Chair

ATTEST:

David Edsall
Deputy Attorney General

