




## MEMORANDUM

August 9, 2024

**TO:** MEMBERS, PORT COMMISSION  
Hon. Kimberly Brandon, President  
Hon. Gail Gilman, Vice President  
Hon. Willie Adams  
Hon. Stephen Engblom  
Hon. Steven Lee

**FROM:** Elaine Forbes  
Executive Director 

**SUBJECT:** Request authorization to advertise a Request for Proposals for Heron's Head biological and physical monitoring related to marsh restoration projects.

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution No. 24-34

---

### EXECUTIVE SUMMARY

The Port seeks to enter into a project-based professional services contract for biological and physical monitoring of the Heron's Head marsh restoration projects. The marsh restoration and shoreline construction of the Heron's Head Shoreline Resilience project was completed in December 2022. A requirement of the permits and authorizations issued by the Army Corps of Engineers, Regional Water Quality Control Board, Bay Conservation and Development Commission, and U.S. Fish & Wildlife Service is that the Port implement a specific 10-year monitoring program that was approved by these agencies as a condition of permit issuance. By the end of 2024, the Port will have completed two years of monitoring, however, the Port is looking to contract with an experienced environmental consultant team to perform the subsequent eight years of monitoring and reporting. This work will be funded by a grant.

The Port expects to advertise a Request for Proposals ("RFP") for consultants as summarized as follows:

**THIS PRINT COVERS CALENDAR ITEM NO. 10A**

Estimated Not to Exceed Amount:

\$660,000 with the ability to increase based on actual contractual needs

Desired Start Date:

December 1, 2024

Estimated Contract Term:

Through March 31, 2033

Subcontracting Requirement:

8% LBE (see Attachment 1, Contract Monitoring Division [CMD] Memorandum)

LBE Preference:

7.5% - 10% Rating Bonus

Funding Source:

San Francisco Bay Restoration Authority Grant

**STRATEGIC PLAN OBJECTIVES**

The RFP and resulting contract support the Port's Strategic Plan as follows:

Resilience:

Reduce seismic and climate change risks to protect the waterfront.

The preceding construction project was a pilot project utilizing a nature-based design to adapt to sea level rise through 2050.

Sustainability:

Advance environmental stewardship to limit climate changes and protect the Bay.

Acceptance of the multiple grant funds that have funded this project (including this monitoring phase), will substantially contribute to the Port's achievement of this objective. Also, the Strategic Plan specifically says to, "Implement nature-based shoreline stabilization and improvement projects and complete the Heron's Head Park Shoreline Project by 2023." This is the follow-up work related to this project and goal.

Evolution:

Evolve the waterfront to respond to changing public and Port needs.

Protecting and enhancing the shoreline and wetland habitat at Heron's Head Park will increase biodiversity and preserve a valuable public asset that is enjoyed by a diversity of users. In doing so, the Project preserves opportunities for healthy outdoor recreation and connection to nature in an area of the City where there is less access to such benefits.

Engagement:

Engage constituents and the public on Port functions and activities.

Port staff has presented the Project to the Port's Southern Advisory Committee and the EcoCenter Advisory Committee (staffed by the San Francisco Recreation and Parks Department) on multiple occasions over the past years. Also, the grant funders have worked with Port staff to engage the public on the use of their funds. Port staff have and will continue to give tours and present the benefits and lessons learned from the project to the media, at conferences, and with local visitors.

**BACKGROUND**

The Port of San Francisco's Heron's Head Park is a 21-acre peninsula in San Francisco, California, comprised of seven acres of tidal marsh and ponds, and 14 acres of public open space. In 1998 the Port conducted a project to rehabilitate and enhance tidal marsh habitats on approximately 10 acres of the peninsula. Since that time, there has been extensive wave-driven erosion along the peninsula's southern shoreline, significantly reducing the area and quality of the marsh habitat. In December 2022, the Port completed the "Heron's Head Park Shoreline Resilience Project," a shoreline restoration project that constructed a coarse gravel beach, rock shoreline stabilization structures, and other habitat enhancement elements. The design intent was to create an ecologically functional shoreline that would resist erosion, improve the habitat value of the marsh, and be resilient to sea level rise for the next 30 years. The project provides a demonstration of a nature-based design approach, and the Port has, in accordance with the permitting agencies, committed to monitoring the site's physical and ecological evolution for 10 years after construction completion to inform future nature-based shoreline management.

The Port's commitment to monitoring consists of a series of site visits to take photos, measurements, and physical specimens to compile into an annual report that is submitted to the Bay Restoration Regulatory Integration Team ("BRRIT"), the grant-funding agencies, and other stakeholders. The BRRIT provides oversight to the project and was formed during the design phase. It is comprised of representatives from the U.S. Fish and Wildlife Service ("USFWS"), the Army Corps of Engineers, the Bay Conservation and Development Commission, the California Department of Fish and Wildlife, the National Marine Fisheries Service, and the Regional Water Quality Control Board. The grant funding for this specific scope of work (10 years of monitoring) is from the San Francisco Bay Restoration Authority.

Monitoring tasks and report writing will have been completed through "Year 2" (December 2024) via an As-Needed Planning and Environment contract. Due to the extended duration of 8 years, the Port is seeking to contract with a team with the appropriate qualifications to perform the monitoring and report writing through the end of the 10-year monitoring period of December 2032.

Due to the sensitive bird and oyster species at the site, there are environmental requirements and procedures that must be followed for any personnel entering the marsh. The awarded team will need to have qualified staff and knowledge about the species on

site and comply with the permitting requirements that will be outlined in the solicitation documents. Biologists performing certain tasks will need to have their resume approved by USFWS.

## **SCOPE OF WORK**

The team that is awarded this contract shall provide the following services and deliverables:

- Project Management – perform regular project management tasks including communications, budget tracking, and invoicing.
- Monitoring of physical conditions of the gravel beach (visual assessments, photos, surveys).
- Biological assessments and documentation of species on site, including but not limited to birds, marsh vegetation (especially the endangered species California Seablite), and oysters.
- Annual Monitoring Reports – compile data for each calendar year into a comprehensive technical report for Port review, to be submitted to the BRITT and other stakeholders.

The schedule outlining the monitoring scopes of work to be performed each year is presented in Attachment 2.

## **SUMMARY AND RECOMMENDATION**

Port staff is prepared to issue this RFP immediately, and therefore respectfully asks the Port Commission for authorization to advertise and then return to the Port Commission in the late Fall for approval to award.

Prepared by: Alysabeth Alexander-Tut, Manager  
Finance & Administration

Erica Petersen, Project Manager  
Engineering

For: Nate Cruz, Deputy Director  
Finance & Administration

Wendy Proctor, Deputy Director  
Engineering

Attachment 1: CMD Memorandum  
Attachment 2: Anticipated Schedule

**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 24-34**

WHEREAS, Port staff seeks Port Commission authorization to issue a request for proposals for a professional services contract for biological and physical monitoring of the Heron’s Head marsh restoration projects (the “RFP”); and

WHEREAS, The scope of work for the RFP includes project management, physical and biological monitoring, and report writing; and

WHEREAS, The contract duration is expected to be from December 2024 through March 2033 in order to cover the full 10 years of monitoring required by the environmental permits and grant requirements; and

WHEREAS, The estimated not-to-exceed cost is \$660,000, and will be funded by a grant from the San Francisco Bay Restoration Authority; and

WHEREAS, CMD staff have reviewed the scope and funding sources for the Contract, and established an 8% LBE subcontractor participation goal; now, therefore be it

RESOLVED, That the Port Commission hereby authorizes Port staff to issue a request for proposals for professional services for a biological and physical monitoring of the Heron’s Head marsh restoration projects; and be it further

RESOLVED, That the Port Commission authorizes Port staff to take further action to revise the solicitation as Port staff deems it necessary to achieve the purposes described in this Resolution that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of Port, and are necessary and advisable effectuate the intent of this Resolution.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of August 13, 2024.***

---

Secretary

# ATTACHMENT 1 CMD Memorandum

City & County of San Francisco  
London N. Breed, Mayor



Office of the City Administrator  
Carmen Chu, City Administrator

Contract Monitoring Division  
Stephanie Tang, Director

## MEMORANDUM

Date: July 31, 2024  
To: Erica Petersen, Project Manager II, Port of San Francisco  
From: Melinda Kanios, Contract Compliance Officer, CMD  
Subject: Heron's Head Monitoring: Combined Micro/Small LBE sub participation requirement

---

The Contract Monitoring Division ("CMD") has completed its review of the Project Manager's/Engineer's Estimate for subconsulting opportunities on the above referenced project. Based on this review and the Local Business Enterprise ("LBE") availability data, the LBE subconsulting requirement is **8.00%** for this project. The LBE subconsulting requirement can only be met with San Francisco CMD Certified Small and/or Micro-LBEs.

The LBE subconsulting participation requirement for this RFP is 8.00%. The LBE subconsulting participation requirement is less than 20% because there are limited LBE firms who are biological experts in wildlife, bird and oysters, for the Heron's Head monitoring area.

In accordance with Section 14B.8(B) of the Administrative Code, in order for the Proposer to be exempt from meeting the "Good Faith Outreach" requirements described in Part IV of CMD Attachment 2, the total amount of the LBE participation must equal or exceed 10.80% (this percentage is the LBE sub requirements plus the 35% good faith exemption percentage).

Pursuant to Section 14B.9 of the Administrative Code, proposers are hereby advised that the availability of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE") and Other Business Enterprises ("OBE") to perform subconsulting work on this project is as follows:

2.8% MBE; 2.1% WBE; and 3.1% OBE.

This availability information should be conveyed in the RFP and proposers are further advised that they may not discriminate in the selection of subconsultants on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required good faith efforts.

Should you have any questions please feel free to contact me at [Melinda.Kanios@sfgov.org](mailto:Melinda.Kanios@sfgov.org).

1155 Market Street, 4<sup>th</sup> Floor, San Francisco, CA 94103  
Telephone (415) 581-2310 General Email [cmd.info@sfgov.org](mailto:cmd.info@sfgov.org)

SFGSA.org · 3-1-1

