

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 20, UNDER TASK ORDER 1, FOR
DELTA REGIONAL ECOSYSTEM RESTORATION IMPLEMENTATION PLAN –
SCIENCE INPUT PROCESS SUPPORT**

Agenda Item: 10

Meeting Date: 08-14-03

Summary: This resolution would authorize the Director, or designee, to execute a Work Assignment under an existing contract with Jones & Stokes for science input support in the development of the Delta Regional Ecosystem Restoration Implementation Plan, the first of four Ecosystem Restoration Program (ERP) Regional Plans.

Recommended Action: Adopt Resolution 03-08-45.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution to provide support to Authority staff necessary to ensure a sound scientific approach to development of the first ERP Regional Ecosystem Restoration Implementation Plan. Development of regional plans is a high priority for the California Bay-Delta Public Advisory Ecosystem Restoration Subcommittee.

Background

The Ecosystem Restoration Program's Strategic Plan for Ecosystem Restoration (Final Programmatic EIS/EIR Technical Appendix, July 2000) calls for development of four Regional Ecosystem Restoration Implementation Plans (Regional Plans) that will complement the ERP's existing programmatic plans and site-specific implementation plans developed for individual restoration projects. The Delta Regional Ecosystem Restoration Implementation Plan (DRERIP) will refine the ERP planning foundation for the Delta, including refining the set of Delta-specific restoration actions and targets, and will provide Delta-specific implementation guidance, program tracking, and guidance for performance evaluation and adaptive management feedback. This plan will implement one component of adaptive management by incorporating scientific evaluation of previously planned actions in light of the current state of knowledge and restoration projects implemented to date. A broad spectrum of participants will be involved in the development, evaluation, and implementation of this plan, including local conservancies, individuals and governments, along with State and Federal agencies. Opportunities for achieving Bay-Delta Program goals and objectives through working landscapes approaches will be included in these plans.

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Fiscal Information

Funding Source: Prop. 204
Term: July 1, 2003 to June 30, 2004
Total Amount: \$261,013.00

List of Attachments

Proposed Scope of Work

Staff Contact

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CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-45

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 20, UNDER TASK ORDER 1, FOR DELTA REGIONAL ECOSYSTEM RESTORATION IMPLEMENTATION PLAN – SCIENCE INPUT PROCESS SUPPORT

WHEREAS, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones & Stokes Associates, to provide planning, environmental analysis, scientific, and technical services for oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority is statutorily authorized to conduct oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority will consider accepting assignment of Contract No. 4600002622 from the Department of Water Resources; and

WHEREAS, the Ecosystem Restoration Program's Strategic Plan calls for development of Regional Ecosystem Restoration Implementation Plans; and

WHEREAS, the California Bay-Delta Public Advisory Ecosystem Restoration Subcommittee lists development of Ecosystem Restoration Program (ERP) Regional Plans among its desired outcomes; and

WHEREAS, the Authority and ERP implementing agencies are committed to incorporating the best available science into the Delta Regional Ecosystem Restoration Implementation Plan;

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the Director, or designee, to execute Work Assignment 20, under Task Order 1, of Contract No. 4600002622, for Delta Regional Implementation Plan scientific support, as generally described in the attached proposed scope of work, for an amount not to exceed \$261,013.00, subject to appropriation of adequate funds.

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CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003

Dated:

Heidi Rooks
Assistant to the California Bay-Delta Authority

Attachment 1
Delta Regional Ecosystem Restoration Implementation Plan
Work Assignment 20, Task Order 1
Proposed Scope of Work

1. Background

This Work Assignment provides detailed work specifications to Task Order No. 1 listed above for Standard Agreement No. 4600002622. This Work Assignment does not authorize work for the expenditure of funds beyond the scope of Task Order No. 1. The authority for this Work Assignment is specified in Standard Agreement No. 4600002622, Exhibit A, Scope of Work, Section B.

In order to incorporate adaptive management into the preparation of the Delta Regional Ecosystem Restoration Implementation Plan (DRERIP), the ERP implementing agencies (U. S. Fish and Wildlife Service, NOAA Fisheries, and California Department of Fish and Game (DFG)) and the California Bay-Delta Authority are developing species and ecosystem element conceptual models.

The work contained in this Work Assignment is a continuation of the work contained in TO#1, WA#13. The work in TO#1, WA#13 was completed in FY 02/03, while the work in this Work Assignment is to be completed in FY 03/04.

2. General Statement of Work

Subtask 1b.20.1 – Design and Construct ERP Delta Action Database

Design and construct a database of Delta Eco-zone ERP Actions. This database will enable sorting actions into ecosystem element groups (Habitats, Processes, and Stressors), and will allow for condensing the lists of actions by eliminating redundancies and overlaps. This database tool will also allow for sorting actions by ERP goal and objective, ecosystem element, location (ERP region, eco-zone, eco-unit), the implementation timeframe (i.e., Stage 1 or 30 years), species intended to benefit from action implementation, and, where appropriate, water quality constituent.

Consultant will, in close collaboration with the Authority and ERP implementing agencies, design this Delta Actions database to be compatible with an overall ERP database strategy. Consultant will design an Access database that contains information about all ERP Delta actions listed in the following documents:

- CALFED Programmatic Record of Decision (ROD; including appendices)
- Draft Stage 1 Implementation Plan
- ERP Plan, volumes I-III (volume III is also called the Strategic Plan)
- Multi-Species Conservation Strategy (MSCS)
- Water Quality Program Plan

Consultant will examine all of these source materials, and will recommend a database structure to the Authority and ERP implementing agencies. The database will include the following information for each action, where available in the document containing the action:

- Action description
- Action location (ERP Region, eco-zone, eco-unit, body of water, other geographic identifiers)
- Action implementation timeframe (i.e., Stage 1 or 30 years; short-term or long-term objective)
- Associated species
- Water quality constituent
- Associated ERP goals and objectives
- Associated targets
- Associated ecosystem elements

The database will be structured to show the relationships among the actions as described in the first paragraph of this subtask. This database component will require the consultant to make judgment calls that will be reviewed and approved by Authority and ERP implementing agency staff. This review will occur during review of the draft database structure and during review of the draft fully populated database.

The database will be structured to allow retrieval and sorting of information by any of the above-listed fields to facilitate preparing condensed lists of actions for each of the three Action Teams. Preparation of condensed lists will be performed by Authority and ERP implementing agency staff utilizing the database query and report capabilities. The database will be structured such that Authority and ERP implementing agencies will have full access to view and edit data, develop queries and reports as desired, and modify the database structure.

Consultant will provide the draft database structure to the Authority and ERP implementing agencies for review. Consultant will also provide documentation of the methods and assumptions proposed for completing the database. The Authority will collect and consolidate written comments, including descriptions of desired reports (up to 12), and provide to consultant. Consultant will revise the structure to incorporate applicable comments.

After approval by the ERP implementing agencies, Consultant will construct and populate an Access database according to the agreed-upon structure.

When fully populated, Consultant will provide the database to the ERP implementing agencies, and the Authority. The Authority will organize testing and review of the database by ERP implementing agency staff, and will provide a written summary of comments and suggested changes to Consultant. Consultant will incorporate all feasible and applicable changes to meet ERP agency needs. Consultant will document the methods and assumptions used to complete the database in a single-iteration memorandum to be provided to the Authority and ERP implementing agencies.

This scope assumes up to 4 meetings between Consultant and ERP implementing agencies, their agents and the Authority. These meetings will be organized and facilitated by the Authority at their Sacramento Office. Consultant will prepare a summary of each meeting, listing all pertinent action items and decisions, and electronically distribute it to meeting participants.

Subtask 1b.20.2 – Ecosystem Element Conceptual Modeling Support (J&S)

The Authority and ERP implementing agencies, coordinating with other DRERIP Adaptive Management Planning Team (AMPT) members, are tasked with assisting in the development of conceptual models for ecosystem elements. The ecosystem element models are tools that will be used in conjunction with the species life history models to vet the planned ERP Delta actions. Consultant will assist the ERP implementing agencies and the Authority with the work described below.

Confer with the Authority and ERP implementing agencies on example ecosystem element conceptual model templates. Consultant will assist the Authority and ERP implementing agency staff with the development of example templates for ecosystem element conceptual models, including one example for each of the 3 groupings of: processes, habitats, and stressors. Consultant will provide suggestions for the templates, including suggestions on format, approach, and level of detail. Consultant will prepare a memorandum prior to the meeting that summarizes suggestions for the template and provide the memorandum to the Authority, ERP implementing agencies, and AMPT for review. The Authority will organize and facilitate 1 meeting at their Sacramento office with ERP implementing agency and other AMPT members and the Consultant to discuss the Consultant's suggestions and to finalize the example templates. Consultant will prepare meeting summaries. Consultant will finalize the example templates based on the meeting summaries.

Assist in developing draft ecosystem element conceptual models. Upon request, and in close coordination with the Authority, ERP implementing agency staff and other AMPT members, Consultant will provide up to 60 hours of senior technical staff time to assist in preparation of ecosystem element conceptual models. This assistance may include researching and compiling supporting information that helps the Action Teams to develop the models.

Subtask 1b.20.3 – Provide Species Expert Support (J&S and Kleinschmidt)

Consultant will provide species expert support by developing a customized web-based document management system, helping develop instructions to species experts, and helping to contact and confirm species experts' review of species life history models.

Customized website development. If, after consultation with DFG web development and maintenance staff, it is determined that DFG is not able to develop and host a customized web-based document management system to facilitate review of species life history models by outside species experts, Consultant will develop and host the website for this purpose. This website will be developed in close coordination with the Authority and ERP implementing agency staff. The website will provide species experts and ERP implementing agency staff with password-protected access to review and comment on draft species life history models. The site will

provide a model review form and will track all reviewer comments and modifications and allow for posting revised models. This website will conform to Authority format standards.

Consultant will attend up to two meetings with the Authority and ERP implementing agency staff before beginning development of the website to ensure that the website design will meet the needs of the users and to reduce the potential need for future revisions to the website. The website will track up to four versions of each species life history conceptual model (e.g., administrative draft, expert review version, draft final, and final). The site will be hosted on Jones & Stokes servers, will be built using Active Server Pages (ASP), and will use a Microsoft Access database.

Species Expert Support. Consultant will 1) update the contact information for each species expert on a list provided by the Authority, and 2) augment the species expert list, as needed, to support review of species conceptual models. The Authority will supply the initial list of species experts.

Consultant will coordinate with the Authority, ERP implementing agency staff and other AMPT members in drafting instructions for the species experts. These instructions will include an outline of the process, expected product(s), a model review form, and estimated time commitment. At the direction of the Authority and ERP implementing agency staff, Consultant will contact and confirm species experts selected to review draft species life history conceptual models. It is expected that up to 50 species experts may be needed.

It is assumed that up to two meetings (conference calls) among Authority, ERP implementing agency staff, other AMPT members, and Consultant may be required to clarify any inconsistent or conflicting reviewer comments. ERP implementing agency staff will revise the graphic species life history conceptual models and supporting information. Consultant will then coordinate review of the revised models by species experts.

Subtask 1b.20.4 – AMPT Support

Consultant will provide technical and organizational support to the DRERIP Adaptive Management Planning Team (AMPT). Consultant will coordinate with the Authority and ERP implementing agencies and Independent Science Board (ISB) subcommittee in drafting instructions for AMPT members. These instructions will include an outline of the process, resource materials, expected product(s), and estimated time commitment.

Consultant will schedule, organize, and support AMPT meetings as depicted on the DRERIP process map. Consultant will facilitate meetings as needed, provide meeting summaries to participants, prepare draft and final AMPT products, and coordinate AMPT review and approval of these products.

Subtask 1b.20.5 – Action Team Support

Consultant will provide technical and organizational support to the three Action Teams (Habitats, Processes, and Stressors). Consultant will coordinate with the Authority, ERP implementing agencies, and ISB subcommittee in drafting instructions for Action Team

members. These instructions will include an outline of the process, resource materials, expected product(s), and estimated time commitment. Consultant will coordinate with the three team leaders and the rest of the AMPT to contact and confirm participation of the Action Team members.

Consultant will schedule, organize, and support Action Team meetings and joint Action Team/AMPT Workshops as depicted on the DRERIP process map. Consultant will facilitate meetings as needed, provide meeting summaries to participants, prepare draft and final Action Team products, and coordinate Action Team review and approval of these products.

3. Deliverables

Subtask 1b.20.1 – Design and Implement ERP Delta Action Database

The Consultant will provide the following deliverables, listed in order of completion, associated with this subtask:

- Draft and final descriptions of the database structure
- Summaries of all meetings between Consultant and CBDA and ERP implementing agency staff
- A populated database, fully coordinated with DFG database staff, provided directly to CBDA and the ERP implementing agencies
- A concise database manual that describes the purpose of the database, procedures for operating the database, database report formats, a description of the variables that are included for each project, and the data sources

Subtask 1b.20.2 – Ecosystem Element Conceptual Modeling Support

Consultant will provide the following deliverables, listed in order of completion, associated with this subtask:

- Draft and final ecosystem element conceptual model example templates
- Documentation of all information provided in support of ecosystem element model development
- Summaries of all meetings with the Authority and ERP implementing agencies

Subtask 1b.20.3 – Provide Species Expert Support

Consultant will provide the following deliverables associated with this subtask:

- A functional web-based document management system (website) to facilitate review of species life history models
- An up-to-date list of species experts with their contact information
- Instructions to species experts
- Comments from species experts on the conceptual models
- Notes from meetings with species experts

Subtask 1b.20.4 – AMPT Support

Consultant will provide the following deliverables associated with this subtask:

- Instructions to AMPT members
- AMPT meeting summaries
- Draft and final AMPT products

Subtask 1b.20.5 – Action Team Support

Consultant will provide the following deliverables associated with this subtask:

- Instructions to Action Team members
- Action Team meeting summaries
- Draft and final Action Team products

5. Term

The term for this Work Assignment is 7/1/03 – 6/30/04.

Task 1b.20.1 will be completed by November 30, 2003; Task 1b.20.2 draft and final ecosystem element model example templates will be completed by September 30, 2003, the remainder of Task 1.20.2 will be completed by December 31, 2003; Task 1b.20.3 website component will be completed within one month of execution of this agreement, the remainder of Task 1b.20.3 will be completed by November 30, 2003; and Tasks 1b.20.4 and 1b.20.5 will continue throughout the performance period for this Work Assignment.

6. Total Amount

The maximum amount payable under this Work Assignment shall not exceed \$261,013.00.

7. Representatives

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