



C o u n t y   o f   S a n   L u i s   O b i s p o

# General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

---

## **REQUEST FOR PROPOSAL PS- #1059 NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

December 29, 2009

The County of San Luis Obispo is currently soliciting proposals for professional services for the North San Luis Obispo County Conservation Program.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit (7) hard copies and one, (1) CD in PDF format of your proposal by 3:00 p.m. on January 29, 2010 to:

County of San Luis Obispo  
Debbie Belt, GSA-Purchasing  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Trevor Keith at (805) 781-1431 or [tkeith@co.slo.ca.us](mailto:tkeith@co.slo.ca.us).

Debbie Belt  
Buyer II - Central Services Division  
[dbelt@co.slo.ca.us](mailto:dbelt@co.slo.ca.us)

**PROPOSAL SUBMITTAL AND SELECTION**

1. All proposals, consisting of seven, (7) hard copies and one, (1) CD in PDF format must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on January 29, 2010. Late proposals will not be considered.

2. All correspondence should be directed to:

San Luis Obispo County  
General Services Agency  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408  
ATTENTION: DEBORAH BELT  
Telephone: 805-781-5903

3. Costs of preparation of proposals will be borne by the proposer.

4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.

5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.

6. This request does not constitute an offer of employment or to contract for services.

7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

9. All proposals shall remain firm for sixty, (60) days following closing date for receipt of proposals.

10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.

11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.

12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM****PROPOSAL FORMAT**

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
  - a. Type of organization, size, professional registration and affiliations.
  - b. Names and qualifications of personnel to be assigned to this project.
  - c. Outline of recent projects completed that are directly related to this project.
  - d. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
  - e. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
  - f. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
  - a. Summary of approach to be taken.
  - b. Description of the organization and staffing to be used for the project.
  - c. Indication of information and participation the proposer will require from County staff.
  - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
  - a. Propose total fixed fees to complete project as described under Project Scope.
  - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance and \$1,000,000 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
  - c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM****REQUEST FOR PROPOSALS**

December 29, 2009

**THE NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

---

---

**SECTION 1 - GENERAL INFORMATION****1.1 PURPOSE**

The County of San Luis Obispo is seeking the assistance of a qualified consultant to prepare a Conservation Program for the Habitat Conservation Plan/Natural Community Conservation Planning (HCP/NCCP) process for the north and east area of the County. The Conservation Program for the HCP/NCCP will address the items identified in the attached scope of work.

The purpose of this request for proposals (RFP) is to provide interested parties with sufficient information to submit proposals. Preparation of the Conservation Program for the HCP/NCCP will be conducted in close cooperation with county staff, city staff, California Department of Fish and Game, and United States Fish and Wildlife Service.

U.S. Fish and Wildlife Service's (FWS) and California Department of Fish & Game (DFG) have encouraged the County to pursue an HCP in the north eastern portion of the County (approximately the kit fox distribution area, shown in Exhibit A) that would cover kit fox and other species associated with grasslands, oak savannah, and scrub habitat. A regional HCP/NCCP for kit fox and other species would benefit the County because County projects would be covered activities, allowing the permitting process to be streamlined and providing mitigation assurances. A regional HCP/NPPC would enable developers to voluntarily participate in the HCP/NCCP instead of preparing individual HCPs. Taking part in a regional HCP would provide biological benefits in that it provides for the conservation of habitats, ecosystems, and ecosystem functions on a regional scale to ensure the long-term conservation of biological diversity.

The City Council of the City of Paso Robles has authorized partnering with the County to prepare the regional HCP/NCCP to help expedite and streamline projects within the Paso Robles area. As a partner on the HCP/NCCP, both the County and the City of Paso Robles would be able to receive federal and state permits for the incidental take of listed species resulting from activities covered under the HCP/NCCP. Landowners wishing to develop their properties and participate in the HCP/NCCP would act as Third Party Beneficiaries to be covered under the permittees' Take Permits.

This initial request for proposals will be used to complete the Conservation Program which is the first phase of the HCP/NCCP. To finish phase two and complete the HCP/NCCP and receive the ESA Section 10 and CESA 2081/NCCP 2835 permits, the County and City will be applying for additional Endangered Species Act Section 6 grant funding in April of 2010.

**1.2 RIGHT OF REJECTION**

The County reserves the right to reject any or all proposals received as a result of this request. The County will not pay for any information contained in the proposals obtained from participating firms. The County is not liable for costs incurred by firms prior to issuance of a

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

contract. The County also may negotiate separately with any source in any manner necessary to serve the best interest of the County.

**1.3 HOW TO SUBMIT PROPOSALS**

In order for proposals to be examined and evaluated by the Department of Building and Planning, the County is requesting seven (7) copies of the proposals and seven (7) copies of any supportive materials. **Proposals must be delivered no later than 3:00 p.m. on January 29, 2010.** Please ship copies so as to insure prompt delivery to:

**COUNTY OF SAN LUIS OBISPO  
DEBORAH BELT, GSA - PURCHASING  
1087 SANTA ROSA STREET  
SAN LUIS OBISPO, CA 93408**

Once submitted, the proposals and any supplementary documents become the property of the County.

**1.4 ACCEPTANCE OF PROPOSAL CONTENT**

If a contract is awarded as a result of a response to this request, the County will select the successful individual or firm as quickly as possible after the final date for receipt of the proposals. However, final award is contingent upon successful contract(s) negotiation.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that proposed methods and procedures are likely to become contractual obligations.

**1.5 INQUIRIES**

If the consultant has any questions regarding this RFP, contact Trevor Keith at (805) 781-1431 or tkeith@co.slo.ca.us.

In addition, there will be a pre-bid meeting held at the City/County library on January 12<sup>th</sup> at 10:30 to 12:00. If you cannot attend in person but would like to conference call in, please contact Trevor Keith no later than January 8<sup>th</sup> to obtain the call in information.

**1.6 CONTRACT AMOUNT**

The consultant shall prepare a fixed cost estimate for the services requested in this RFP. The estimate is to include the extent of work that the consultant will accomplish. Additional community meetings and public hearings beyond the number specified in this RFP are to be bid on a time and materials per meeting basis. Preparation of documents shall be proposed based on deliverable products.

**1.7 PROJECT LOCATION**

The North San Luis Obispo County Conservation Program will cover the northeastern portion of the county (approximately the kit fox distribution area, shown in Appendix A).

**1.8 PROJECT DESCRIPTION**

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

Development of the North San Luis Obispo County Conservation Program (NSLOCCP) will be a regional endangered species protection program developed to preserve habitat and protect sensitive biological resources within the north eastern part of the County while allowing for public and private development consistent with the HCP/NCCP. The HCP/NCCP will facilitate compliance with the Federal Endangered Species Act and the California Endangered Species Act.

**1.9 BACKGROUND INFORMATION**

To provide background information and facilitate the timely preparation of proposals and the documents, the following documents and information are available for review at the County of San Luis Obispo Department of Planning and Building (located in Room 200, Old County Courthouse, County Government Center, 976 Osos Street, San Luis Obispo, California). Some items are administered by other agencies that may require contacting them directly. Several items may be viewed on-line at [www.sloplanning.org](http://www.sloplanning.org) :

- Inland Framework for Planning (Part I of the Land Use and Circulation Elements), including the Strategic Growth policies and implementing strategies in Chapter 1
- Salinas River Area Plan update FEIR (Jan. 1996)
- Additional General Plan Elements: Housing, Noise, Safety, Agriculture, and Conservation and Open Space (Public Hearing Draft, April 2009)
- County Land Use Ordinance, Title 22
- County's Smart Growth Criteria for Development Projects
- Growth Management Ordinance, Title 26
- Resource Management System Annual Summary Report (2008)
- County Bikeways Plan
- State Natural Diversity Database
- County Parks and Recreation Element (County Parks Department)
- County maps and GIS information is also available on-line [www.slocounty.ca.gov/planning/zoning.htm](http://www.slocounty.ca.gov/planning/zoning.htm)
- Rural Settlement Pattern Strategy - Phases I - III

**SECTION 2 - SCOPE OF WORK**

The scope of work is intended to provide the consultant a basis on which to prepare a proposal. This will include the overall process envisioned (and what role the consultant would play), those tasks or information expected to be completed by the consultant, and those that would be prepared by staff.

**SCOPE OF WORK****North San Luis Obispo County Conservation Program****Date: December 29, 2009****General Requirements**

The Conservation Program for the North San Luis Obispo HCP/NCCP must meet all of the requirements set forth in the California Endangered Species Act (CESA), California Fish and Game Code section 2050 et seq, and section 10(a)(2)(A) of the Federal Endangered Species Act (ESA). In addition to these laws, the project process and plan must meet and be consistent with other applicable Federal, state, and local policies and regulations, existing local programs, and meet the goals of the County that may not be explicitly stated in Federal or State of California regulations.

**Specific Requirements**

The following is a general conceptual outline and description of anticipated tasks, responsibilities, and expectations. It is requested that proposals provide sufficient information to evaluate the ability of consultant to complete these items, leading to the completion of the Conservation Program. If consultants expect additional items will be essential to completion of this, it is requested that they be included in the proposal.

***Project Administration***

- A. Project Management (ongoing throughout the contract)
  - (1) Contract, budget and schedule management
  - (2) Work program status reports
  - (3) Document preparation
  - (4) Quality control
  
- B. Meetings – Assume that meeting attendance as necessary will be required throughout the preparation of the plan. It is possible that some meetings with County staff and the Wildlife Agencies will be conducted via teleconference. Anticipated meetings and frequency are listed below; however it is likely that additional groups and/or meetings will be necessary. It is requested that proposals describe who will attend (or in their absence attend if there are schedule or staffing conflicts) the anticipated meetings. Meetings include, but are not limited to:

<u>Description</u>	<u>Frequency</u>
Collaboration of County and Wildlife Agencies	Twice Monthly or as necessary
Independent Science Advisors Group	Five Meetings
General Public Meetings – Assist and support by providing information to the public and incorporate public comment and input into the project	Once per six months
County – Provide informational items, assistance and support to staff	As necessary

**Deliverables**

The format for all text documents, tables, charts, and illustrations shall be 8-1/2 x 11 vertical. If oversize inclusions are necessary, they will be 11 x 17. All documents shall be two-sided, black ink, on white or light recycled stock paper. Each subtask under the Conservation Program should be viewed as a deliverable. When a work product is delivered, assume a total of eight (8) copies will need to be made and delivered to the County, City, Service, and DFG. In addition, you will need to take into account revisions to the work product.

**Conservation Program Tasks**

***Task 1. Scoping Meeting***

The project is of broad interest to the general public, as well as local, state, and Federal government agencies, and nongovernmental organizations. The consultant will facilitate two (2) public scoping

meeting in the North County with the County, City, DFG and Service. After scoping period closes, the consultant will provide a scoping report that includes all of the input and comments.

**Task 2. Independent Scientific Advisory Committee**

Initiate a process for obtaining independent scientific input on the Conservation Program to contribute in developing a biologically sound plan. To this end, the consultant will assemble a Scientific Advisory Committee to ensure that the best available scientific information is used to inform the Conservation Program process in conjunction with the County, City, Service, and DFG.

The Scientific Advisory Team should include experts on the local natural communities and ecosystems, the ecological requirements of the Covered Species and other rare or endangered species in the Plan Area, and conservation biology principles. Ideally, the team will include experts with local experience, as well as those with more general regional conservation and ecological experience. Include in your budget the formation of this group and having five (5) meetings.

**Task 3. Stakeholder Group**

Initiate a process for forming a stakeholder committee to solicit feedback on the Conservation Program to contribute in developing a program that will be implementable. This process will include the formation of a group including large landowners, agricultural interest groups, environmental groups, local advisory groups, Cal Fire, and City and County departments. Budget should include six (6) meetings.

**Task 4. Draft Conservation Program**

The Conservation Program tasks should include, but not be limited to:

**Subtask 4.1 Introduction and Background**

The consultant will develop a description of the proposed covered area and study area for review by the County, City, Service, and DFG.

**Subtask 4.2 Project Description/Activities Covered by Permit**

The consultant will describe the project including covered activities that will require take authorization for the covered species to be reviewed by the County, City, Service, and DFG. The following preliminary criteria will be refined for this Conservation Program.

- Location. The covered activity will occur within the HCP/NCCP study area.
- Timing. The covered activity will occur during the permit term.
- Project Definition. The location, footprint, and type of impacts resulting from the activity are reasonably foreseeable and can be evaluated at the programmatic level in the HCP/NCCP, including conservation activities identified in the conservation program.

**Subtask 4.3 Environmental Setting/Biological Resources**

The consultant will prepare an existing conditions section for the biological resources in the study area. The consultant will define the proposed covered species in consultation with the County, City, Service, and DFG. This will include revising the existing species list to include any additional species that will be covered or not. The list will contain descriptions of the proposed covered species, their

ecology and known/potential occurrence in the covered area. Clear criteria will be established to clearly communicate the rationale for the covered species. The covered species criteria will include:

- Occurrence. Is the species known to occur or have potential to occur in the study area?
- Status. Is the species federally- or state-listed or does it have the potential to become listed during the permit term?
- Data. Does sufficient data exist on the species to adequately evaluate the potential for take of the proposed covered species and to develop avoidance, minimization, and conservation measures to address these impacts?

#### ***Subtask 4.4 Draft Conservation Program***

The consultant will develop a conservation strategy that will include a combination of avoidance and minimization measures and mitigation for review by the County, City, Service, and DFG. The conservation strategy must meet both Federal and state standards for permit issuance.

#### ***Subtask 4.5 Potential Biological Impacts/Take Assessment***

The consultant will determine the effects of the proposed covered activities including the conservation program on the covered species for review by the County, Service, and DFG. The analysis will identify the expected mechanisms and level of take in terms of acres of habitat and, potentially, numbers of individuals; and will include expected avoidance and minimizations measures to be required under the HCP/NCCP. The impact analysis will focus on key topics such as the impact of:

- Potentially suitable habitat
- Foraging habitat
- Dispersal and Movement routes
- Regional habitat linkages
- Breeding habitat

#### **Additional Funding Request**

#### ***Task 5. Submit for additional funding to complete the HCP/NCCP***

The consultant will work with the County to prepare and submit for additional Section 6 funding to complete the HCP/NCCP in April 2010.

### **SECTION 3 - PROPOSAL CONTENT**

#### **3.1 FORM**

Proposals and supporting materials shall be submitted in seven (7) copies suitable for evaluation. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks as described in this RFP. Proposals shall also be put on a CD as a PDF file.

#### **3.2 PERSONNEL AND EXPERIENCE**

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

Describe the project contribution of each key person and approximate amount of time to be devoted to the project. Include a resume for each of the key personnel detailing their special qualifications applicable to the project. Describe the firm's qualifications in relationship to the required services. Summarize past projects of a similar nature that the consultant's firm has completed. If subcontractors are to be used, describe the methods that will be used to assure their cooperation and performance.

**3.3 COORDINATION**

Describe the process for maintaining a close working relationship between the consultant and the County project manager, City staff, DFG, and FWS. Considerable merit will be placed on a relationship in which County Staff is frequently and completely briefed on all work in process.

**3.4 TASK TIMETABLE AND COST ESTIMATES**

The proposal shall contain the tasks required to complete the project with a completion target date for each task. The consultant shall estimate the costs per task. The proposal shall include a table which specifies the following for each task: assigned personnel, number of hours to be spent, rate/hour, total cost. Proposal amounts will be considered a factor in selecting a consultant.

**3.5 OBJECTIVITY**

The North San Luis Obispo County Conservation Plan is to be an independent, objective, and unbiased work product. Proposals shall certify that the consultant, principals, and subcontractors (if used) have the capacity to submit a neutral and unbiased environmental document.

**3.6 SCOPE REVISIONS AND PROCESS**

The consultant is encouraged to contribute creative ideas to this scope of work or the administrative process that will lead to a timely and successful outcome. If the consultant identifies areas of concern or alternative methodologies not mentioned in this request, they should be described in the consultant's proposal and included in the cost estimate.

**SECTION 4 - CRITERIA FOR EVALUATION OF PROPOSAL**

The County of San Luis Obispo will evaluate the proposals based on, but not limited to, the following criteria:

**4.1 QUALIFICATION & RESOURCES (20 POINTS)****PROJECT TEAM**

Principle Investigator

Project Manager

Technical Team

Subcontractors

Cumulative Years Related Experience

Years Experience-Project Manager

**REFERENCES & WORK SAMPLES**

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

Written/Verbal Agency and Private References

Provide brief list of other HCP/NCCPs along with their Project Descriptions

Provide list of HCP/NCCPs which resulted in issuance of state/federal take permits

Complexity/Type/Scale of Projects

Sample HCP/HCCP (submit no more than 2 in Word electronic CD format)

**TECHNICAL EXPERTISE**

Local Government

Local/State/Federal Regulatory Processes

HCP/HCCP Related Expertise

Relatedness of Specialized Technical Expertise and Local Experience

Relatedness of Educational Background

Experience in Each Required Area of Expertise

**FIRM RESOURCES**

Location

Size/Stability

Staff Availability

**4.2 OVERALL APPROACH & ORGANIZATION (20 POINTS)**

Meets Minimum Proposal Requirements

Demonstrated Understanding of Project

Demonstrated Understanding of HCP/NCCPs

Issue Presentation Specific to this Project

Identification of New Issues/Approaches

Management Organization Appropriate for Project Clarity

Underlying Methodology

Completeness

Subcontractor's Contribution/Use if Applicable

**4.3 PROPOSAL (30 POINTS)****1. PREPARATION OF HCP/NCCP**

Summary/Matrix

Identification/Description of Required Components

Impact Area Identification

Format

Screen check/Administrative Draft

Public Meetings

**2. MEETS MINIMUM SUBMITTAL REQUIREMENTS**

RFP Response

Table of Contents

Introductory Letter

Organization Description

Resumes

Subcontractor Information

Qualification & Resources

Work Approach & Methodology

Scope of Work Proposal

Performance Schedule

**NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM**

Cost Estimate

**4.4 TIME SCHEDULE/WORK PROGRAM (10 POINTS)****4.5 COSTS & FEES (15 POINTS)**

Reasonableness of Billing Rates  
Costs Adjustments on Previous Projects  
Cost vs. Quality of Personnel  
Need to Adjust Fees Due to Errors in Response  
Relationship of Hours Estimated to Tasks Performed  
Payment Schedule/Relationship to Work Program  
Bid Standing (Relationship to Other Bids)

**4.6 PROPOSED COORDINATION (5 POINTS)**

Meetings/Hearings  
Coordination of the HCP/NCCP with staff

**SECTION 5 - INSURANCE AND PROPOSED SCHEDULE****5.1 INSURANCE/INDEMNIFICATION**

Insurance coverage and indemnification for proposed services shall be provided pursuant to county requirements, which are included with this Request for Proposals.

## North San Luis Obispo County Conservation Program Proposed Work Plan Summary

### Project Administration

C. Project Management (ongoing throughout the contract)

- (1) Contract, budget and schedule management
- (2) Work program status reports
- (3) Document preparation
- (4) Quality control

D. Meetings – Assume that meeting attendance as necessary will be required throughout the preparation of the plan. It is possible that some meetings with County staff and the Wildlife Agencies will be conducted via teleconference. Anticipated meetings and frequency are listed below; however it is likely that additional groups and/or meetings will be necessary. It is requested that proposals describe who will attend (or in their absence attend if there are schedule or staffing conflicts) the anticipated meetings. Meetings include, but are not limited to:

- Collaboration of County and Wildlife Agencies - Twice Monthly or as necessary
- Independent Science Advisors Group - Five Meetings
- General Public Meetings. Assist and support by providing information to the public and incorporate public comment and input into the project - Once per six months
- County. Provide informational items, assistance and support to staff - As necessary

### Deliverables

The format for all text documents, tables, charts, and illustrations shall be 8-1/2 x 11 vertical. If oversize inclusions are necessary, they will be 11 x 17. All documents shall be two-sided, black ink, on white or light recycled stock paper. Each subtask under the Conservation Program should be viewed as a deliverable. When a work product is delivered, assume a total of eight (8) copies will need to be made and delivered to the County, City, Service, and DFG. In addition, you will need to take into account revisions to the work product.

No.	Task /Sub-Tasks	Time Frame
<b>1.0</b>	<p><b>Scoping Meeting</b></p> <p>The project is of broad interest to the general public, as well as local, state, and Federal government agencies, and nongovernmental organizations. The consultant will facilitate two (2) public scoping meeting in the North County with the County, City, DFG and Service. After scoping period closes, the consultant will provide a scoping report that includes all of the input and comments.</p>	March 2010
<b>2.0</b>	<p><b>Independent Scientific Advisory Committee</b></p> <p>Initiate a process for obtaining independent scientific input on the Conservation Program to contribute in developing a biologically sound plan. To this end, the</p>	March 2010

## NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM

	<p>consultant will assemble a Scientific Advisory Committee to ensure that the best available scientific information is used to inform the Conservation Program process in conjunction with the County, City, Service, and DFG.</p> <p>The Scientific Advisory Team should include experts on the local natural communities and ecosystems, the ecological requirements of the Covered Species and other rare or endangered species in the Plan Area, and conservation biology principles. Ideally, the team will include experts with local experience, as well as those with more general regional conservation and ecological experience. Include in your budget the formation of this group and having five (5) meetings.</p>	
<b>3.0</b>	<p><b>Stakeholder Group</b></p> <p>Initiate a process for forming a stakeholder committee to solicit feedback on the Conservation Program to contribute in developing a program that will be implementable. This process will include the formation of a group including large landowners, agricultural interest groups, environmental groups, local advisory groups, Cal Fire, and City and County departments. Budget should include six (6) meetings.</p>	April 2010 through the process
<b>4.0</b>	<p><b>Draft Conservation Program</b></p> <p>The Conservation Program tasks should include, but not be limited to:</p>	
<b>4.1</b>	<p><b>Introduction and Background</b></p> <p>The consultant will develop a description of the proposed covered area and study area for review by the County, City, Service, and DFG.</p>	April-August 2010
<b>4.2</b>	<p><b>Project Description/Activities Covered by Permit</b></p> <p>The consultant will describe the project including covered activities that will require take authorization for the covered species to be reviewed by the County, City, Service, and DFG. The following preliminary criteria will be refined for this Conservation Program.</p> <ul style="list-style-type: none"> <li>• Location. The covered activity will occur within the HCP/NCCP study area.</li> <li>• Timing. The covered activity will occur during the permit term.</li> <li>• Project Definition. The location, footprint, and type of impacts resulting from the activity are reasonably foreseeable and can be evaluated at the programmatic level in the HCP/NCCP, including conservation activities identified in the conservation program.</li> </ul>	May- September 2010
<b>4.3</b>	<p><b>Environmental Setting/Biological Resources</b></p>	July-November 2010

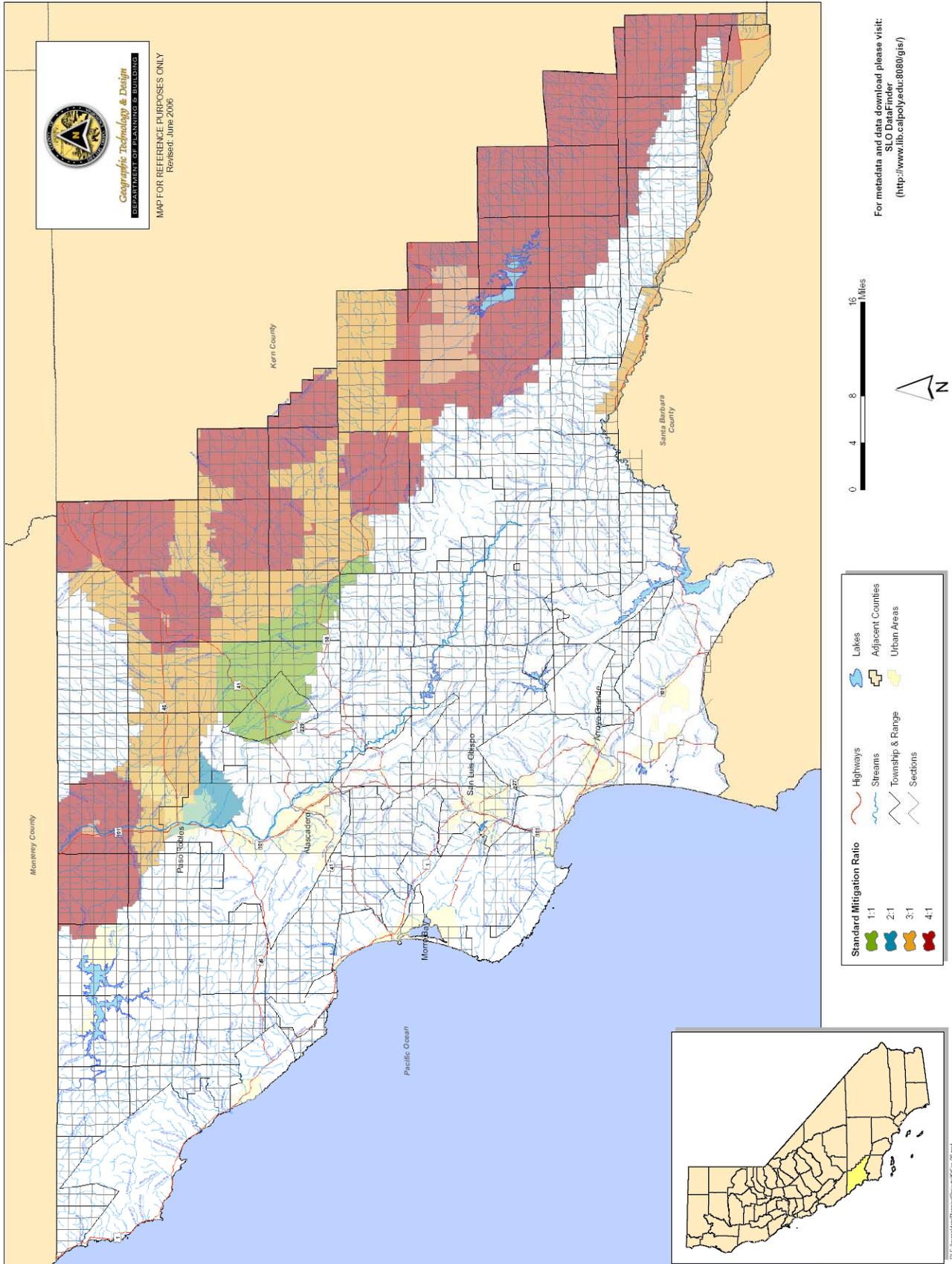
## NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM

	<p>The consultant will prepare an existing conditions section for the biological resources in the study area. The consultant will define the proposed covered species in consultation with the County, City, Service, and DFG. This will include revising the existing species list to include any additional species that will be covered or not. The list will contain descriptions of the proposed covered species, their ecology and known/potential occurrence in the covered area. Clear criteria will be established to clearly communicate the rationale for the covered species. The covered species criteria will include:</p> <ul style="list-style-type: none"> <li>• Occurrence. Is the species known to occur or have potential to occur in the study area?</li> <li>• Status. Is the species federally- or state-listed or does it have the potential to become listed during the permit term?</li> <li>• Data. Does sufficient data exist on the species to adequately evaluate the potential for take of the proposed covered species and to develop avoidance, minimization, and conservation measures to address these impacts?</li> </ul>	
<p><b>4.4</b></p>	<p><b>Draft Conservation Program</b></p> <p>The consultant will develop a conservation strategy that will include a combination of avoidance and minimization measures and mitigation for review by the County, City, Service, and DFG. The conservation strategy must meet both Federal and state standards for permit issuance.</p>	<p>November 2010 - May 2011</p>
<p><b>4.5</b></p>	<p><b>Potential Biological Impacts/Take Assessment</b></p> <p>The consultant will determine the effects of the proposed covered activities including the conservation program on the covered species for review by the County, Service, and DFG. The analysis will identify the expected mechanisms and level of take in terms of acres of habitat and, potentially, numbers of individuals; and will include expected avoidance and minimizations measures to be required under the HCP/NCCP. The impact analysis will focus on key topics such as the impact of:</p> <ul style="list-style-type: none"> <li>• Potentially suitable habitat</li> <li>• Foraging habitat</li> <li>• Dispersal and Movement routes</li> <li>• Regional habitat linkages</li> <li>• Breeding habitat</li> </ul>	<p>February-May 2011</p>
<p><b>5.0</b></p>	<p><b>Submit for additional funding to complete the HCP/NCCP</b></p> <p>The consultant will work with the County to prepare and submit for additional Section 6 funding to complete the HCP/NCCP.</p>	<p>April 2010</p>

NORTH SAN LUIS OBISPO COUNTY CONSERVATION PROGRAM

Exhibit A – Vicinity Map

Standard San Joaquin Kit Fox Mitigation Ratio Areas



FILE: mapdata/PlanMap/MapData/KitFox.mxd