



NOTICE OF MEETING

CITY OF PACIFIC GROVE
CITY COUNCIL
ERRATA SHEET



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

ERRATA SHEET

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: 07/05/2023
SUBJECT: City Council Meeting Agenda- Errata Sheet

Attached is additional information for your consideration at the July 5, 2023 City Council Meeting:

Agenda Item	Information Provided/Corrected
12D	<i>Corrected</i> RFP Coastal Wildlife Protection Policies, Regulations, and Program <i>with working links</i> <i>Corrected</i> RFP Local Coastal Program Amendments <i>with working links</i>

Attachments

Wildlife Protection RFP
LCP Amdnts RFP

Request for Proposals
Coastal Wildlife Protection Policies, Regulations, and Program

The City of Pacific Grove, California, seeks the services of a professional consultant to:

- 1) Prepare a consolidated Wildlife and Natural Habitat Protection Ordinance to include the City's Municipal Code; and
- 2) Develop a framework for a Wildlife Protection Program to include a protection plan, program development phasing, measurable benchmarks, monitoring, enforcement, staffing, and public education activities.

BACKGROUND

Pacific Grove is a coastal community sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest. Pacific Grove values its shoreline as an irreplaceable sensitive resource area, and its preservation as a natural living shoreline is a matter of public importance.

In March of 2020, the California Coastal Commission certified the City's Local Coastal Program (LCP) and approved several amendments in 2021. The primary objectives of the Pacific Grove LCP are to protect and maintain the City's unique natural setting and character and to promote orderly development. As such, the LCP is just one of many tools the City's needs to protect sensitive natural resources and balance the impact of development, human activity, and the preservation of its living shoreline.

In 2019, the City assembled a temporary Coastal Wildlife Protection Advisory Committee, made up of local coastal resource and wildlife experts, to identify threats to important coastal wildlife. This temporary Committee collaborated with the City's Beautification and Natural Resources Commission to prepare a report (Attachment A) for the City Council's consideration of recommendations intended to strengthen policies and requirements for wildlife protection with an emphasis on coastal wildlife and habitat protection. A summary of the committee's recommendations are as follows:

- Decrease human disturbance by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally, especially in "Areas of Special Interest".
- Remove problematic non-native plants in coastal areas and replace them with native plants, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and northeast along the Pacific Grove shoreline.
- For coastal development, use soft engineering alternatives (beach nourishment, dune restoration, and etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (seawalls and riprap) where practicable.
- Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat.
- Move major infrastructure (roads, sewer lines, utilities) farther inland from City shorelines in a managed retreat from sea level rise.

- Consolidate the various City regulations related to wildlife and natural habitat protection and prepare additional protective measures to complete one comprehensive ordinance.
- Support existing coastal interpretive programs and community science programs and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife.
- Establish and fund a conservation officer and/or dedicated wildlife commission for planning, promoting, executing, and monitoring progress of City strategies for preserving and optimizing the unique coastal wildlife and associated habitats that characterize the City's shoreline.

The City has published a separate but related RFP seeking qualified individuals or firms with an understanding of coastal development regulations to prepare local coastal program amendments. These amendments will implement the Coastal Wildlife Protection Advisory Committee's report and recommendations regarding disturbances and hazards to coastal wildlife and habitats in the City's coastal zone. It is expected that this program will include applicable enforcement and public education activities for coastal wildlife and habitat protection in the coastal zone.

SCOPE OF SERVICES

The City of Pacific Grove seeks a qualified individual or firm with an understanding of wildlife and habitat protection regulations, programs, and public education. This project will include the following services:

- 1) Project management and coordination, including with the Beautification and Natural Resources Commission, Coastal Wildlife Protection Advisory Committee, and the consultant selected to prepare the local coastal program amendments;
- 2) Identification of all existing city, county, and state wildlife protection regulations;
- 3) Preparation of a draft program and draft consolidated wildlife protection ordinance outside of the coastal zone;
- 4) Preparation of a comprehensive report describing the use of Community Service Officers to provide wildlife protection, code enforcement services, and public educational services throughout the entire city, as well as the desirable education and experience of well-qualified individuals to fulfill these duties;
- 5) Community outreach to include coordination with the City's Beautification and Natural Resources Commission, community and environmental stakeholders, and the general public;
- 6) Preparation of a final program and consolidated wildlife protection ordinance outside of the coastal zone;
- 7) Management of the program and consolidated ordinance approval process, including preparing staff reports, presentations, and associated correspondence;
- 8) Maintenance of an administrative record of all research performed, correspondence (written, verbal, and electronic), project notes, meeting notes, and other documentation; and
- 9) Staff training on the program and ordinance requirements.

The required work products expected and the number of copies of each required by the City are as follows:

Work Product	Number of copies
Final Scope of Work	1 Word + 1 PDF
Draft program and ordinance	1 Word + 1 PDF
Public Outreach Plan	1 Word + 1 PDF
Final program and ordinance	1 Word + 1 PDF
Administrative Record	Electronic/scanned Files

PRELIMINARY WORK PROGRAM

A preliminary work plan has been developed for this RFP to assist in the preparation of a more complete proposal that addresses the Coastal Wildlife Protection Advisory Committee's report (Attachment A). Proposals must include this information at a minimum, and proposers may include additional recommendations in their approach to the work that would mitigate threats to wildlife city-wide and implement the recommendations of the Beautification and Natural Resources Commission and Coastal Wildlife Protection Advisory Committee. At this time, it is expected that the following issues will be addressed in the development of a consolidated ordinance and a wildlife protection program with particular emphasis on activities **outside** the coastal zone:

Ongoing Disturbance of Wildlife. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to mitigate adverse impacts to wildlife caused by a variety of human impacts, including feeding wildlife, drone/aircraft activities, domestic pets, beachgoers, watercraft, noise, and unlawful resource extraction.

Pollution. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to protect wildlife from threats related to pollution, including food waste, cigarettes, plastic, domestic pet waste, and city infrastructure systems.

Protection of Species. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) to protect plant and animal species under frequent or constant threat by development, foot traffic, non-native plant species, and other threatening activities.

Problematic Species. Develop policies, regulations, and a removal workplan framework to mitigate impacts of non-native plants and nuisance wildlife. Regulations are expected to include a prohibited planting list for private property.

Areas of Special Interest. Develop policies, regulations, and appropriate enforcement measures (including documentation and penalties) tailored to the specific habitat protection needs of six areas of special interest – Hopkins Marine Station, Lover's Point, Point Pinos, the Great Tidepool, Asilomar North, and Asilomar South.

Protection Plan. Develop a wildlife protection program that establishes appropriate processes and procedures for measuring program success, monitoring and enforcing activities (such as a citation appeal process), updates to the City's wildlife protection regulations, and staffing needs for program implementation and enforcement.

Program Staffing. Develop a report identifying the education, experience, and skillset necessary to implement and enforce wildlife protection throughout the entire City, including the coastal zone. This

report should consider the limited staff resources and budget constraints of the City. Ideally, staffing would include the use of Community Service Officers to for implementation and enforcement in the short-term with an opportunity to create a position dedicated solely to this Program.

Public Education and Outreach. Identify appropriate public education needs, approaches, and methods to promote awareness of human impacts to Pacific Grove's wildlife and habitat diversity and protection needs. Approaches and methods could include signage, interactive exhibits, classroom and library education, volunteer opportunities, etc.

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals shall include the following minimum information:

Cover letter. Indicate interest in and commitment to performing the above services for the City of Pacific Grove. Include contact information (physical address, phone number, and email address) for the primary person responsible for the proposal and serving as the primary contact for the City on correspondence and communications. The cover letter should also summarize the key points of the consulting firm's interests and qualifications.

Relevant Experience. List projects completed by the consultant relevant to the scope of services contained herein that have been completed in the last seven (7) years. Discuss the firm's experience to best perform these services for the project, and provide at least one sample of similar work in electronic format prepared by the consultant or staff assigned.

Project Approach, Scope of Work, Timeline, and Deliverables. Describe the strategy for achieving the goals and deliverables of the project. Include a detailed scope of work, noting applicable deliverables identified in the RFP Preliminary Work Plan. Outline the proposed approach to services contemplated, including a general timeline demonstrating successful completion of the services.

Estimated Fee and Budget. Provide a fee schedule with the hourly billing rates for each proposed team member and a budget estimate. Include all direct and indirect costs and transportation fees. The budget estimate shall be organized and broken down by each task outlined in the scope of work.

Attachments

[Local Coastal Program](#)

[Land Use Plan and Implementing Ordinances dated January 15, 2020](#)

[Temporary Coastal Wildlife Protection Advisory Committee \(CWPAC\) Report](#)

[CWPAC Proposed Local Coastal Program Amendments to Implement](#)

Request for Proposals Local Coastal Program Amendments

The City of Pacific Grove, California, seeks the services of a professional consultant to prepare an amendment to the Pacific Grove Local Coastal Program (LCP). The scope of these amendments will include policies, regulations, and other implementation measures related to coastal wildlife and habitat protection from sea level rise and coastal development and the necessary environmental analysis required by the Coastal Commission to support the LCP amendment.

BACKGROUND

Pacific Grove is a coastal community sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest. Pacific Grove values its shoreline as an irreplaceable sensitive resource area, and its preservation as a natural living shoreline is a matter of public importance.

In March of 2020, the California Coastal Commission certified the City's Local Coastal Program (LCP) and approved several amendments in 2021. The primary objectives of the Pacific Grove LCP are to protect and maintain the City's unique natural setting and character and to promote orderly development. As such, the LCP is a dynamic plan that must be amended from time to time to align with the City's needs to protect sensitive natural resources and balance the impact of development, human activity, and the preservation of its living shoreline.

In 2019, the City assembled a temporary Coastal Wildlife Protection Advisory Committee, made up of local coastal resource and wildlife experts, to identify threats to important coastal wildlife. The Committee prepared a report for the City Council's consideration of recommendations intended to strengthen policies and requirements for coastal wildlife protection, including several LCP amendments identified as essential to coastal wildlife protection. A summary of the committee's recommendations are as follows:

- Decrease human disturbance by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally, especially in the "Areas of Special Interest" (see Attachment A).
- Remove problematic non-native plants in coastal areas and replace them with native plants, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and northeast along the Pacific Grove shoreline.
- For coastal development, use soft engineering alternatives (beach nourishment, dune restoration, and etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (seawalls and riprap) where practicable.
- Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat.
- Move major infrastructure (roads, sewer lines, utilities) farther inland from City shorelines in a managed retreat from sea level rise.

- Consolidate the various City regulations related to wildlife and natural habitat protection and prepare additional protective measures to complete one comprehensive ordinance.
- Support existing coastal interpretive programs and community science programs and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife.
- Establish and fund a conservation officer and/or dedicated wildlife commission for planning, promoting, executing, and monitoring progress of City strategies for preserving and optimizing the unique coastal wildlife and associated habitats that characterize the City's shoreline.

The City has published a separate but companion RFP seeking qualified individuals or firms with an understanding of citywide wildlife and habitat protection regulations, programs, and public education. This companion project will implement the programmatic and staffing recommendations of the City's Beautification and Natural Resources Commission and Coastal Wildlife Protection Advisory Committee regarding wildlife and habitat protection. It is expected that the wildlife and habitat protection program to be created through the companion RFP will include applicable enforcement and public education activities for coastal wildlife and habitat protection in the coastal zone.

SCOPE OF SERVICES

The City of Pacific Grove seeks a qualified individual or firm with an understanding of coastal development regulations and local coastal program amendments for approval by the California Coastal Commission. This project will include the following services:

- 1) Project management and coordination, including coordinating with the California Coastal Commission and the consultant selected to develop a city-wide wildlife and habitat protection program;
- 2) Identification of impact topics to be addressed in the LCP;
- 3) Preparation of draft amendments to the City's LCP;
- 4) Community outreach and input;
- 5) Preparation of final amendments to the City's LCP;
- 6) Management of the City LCP amendment approval process and California Coastal Commission certification process, including preparing staff reports, presentations, and associated correspondence;
- 7) Maintenance of an administrative record of all research performed, correspondence (written, verbal, and electronic), project notes, meeting notes, and other documentation; and
- 8) Staff training on amendment implementation.

The required work products expected and the number of copies of each required by the City are as follows:

Work Product	Number of copies
Final Scope of Work	1 Word + 1 PDF
Draft LCP Amendments	1 Word + 1 PDF
Public Outreach Plan	1 Word + 1 PDF
Final LCP Amendments	1 Word + 1 PDF
Administrative Record	Electronic/scanned Files

PRELIMINARY WORK PROGRAM

A preliminary work plan has been developed for this RFP to assist in the preparation of a more complete proposal that addresses the Coastal Wildlife Protection Advisory Committee's report (Attachment A). Proposals must include this information at a minimum, and proposers may include additional recommendations in their approach to the work that would mitigate threats to coastal wildlife and the implement the recommendations of the Coastal Wildlife Protection Advisory Committee. At this time, it is expected that the following issues will be addressed in the LCP amendment:

Implementation Plan. Expand implementing actions to carry out the Coastal Wildlife Protection Advisory Committee's goals, policies, and recommendations pertaining to coastal wildlife protection. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Natural Systems and Resource Management. Develop strategies to minimize and mitigate coastal bluff erosion and sea level rise. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Water and Marine Resources. Add specificity with respect to buffer zones, ecological integrity, restoration of natural systems, and protection of marine and aquatic resources. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Scenic Resources. Update to show additional scenic areas identified by the Coastal Wildlife Protection Advisory Committee. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Biological Resources and Environmentally Sensitive Habitat Areas. Amend to address habitat and biological sensitivity and develop policies to guide the City in protecting Pacific Grove's biodiversity. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Built Environment. Require visual access to coastal and scenic resources. Update existing and prepare new graphics, maps, and exhibits as appropriate.

Shoreline Management Plan. Develop and apply for California Coastal Commission approval of a shoreline management plan that implements Land Use Plan policies HAZ-6, INF-24, and PRA-4.e.

Miscellaneous. Develop recommendations and policies to respond to the following coastal wildlife disturbances or hazards:

- Light pollution and bird strikes
- Pond and creek water quality
- Black oyster catcher protection protocol
- Other measures that advance the Coastal Wildlife Protection Advisory Committee's recommendations

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals shall include the following minimum information:

Cover letter. Indicate interest in and commitment to performing the above services for the City of Pacific Grove. Include contact information (physical address, phone number, and email address) for the primary person responsible for the proposal and serving as the primary contact for the City on correspondence

and communications. The cover letter should also summarize the key points of the consulting firm's interests and qualifications.

Relevant Experience. List projects completed by the consultant relevant to the scope of services contained herein that have been completed in the last seven (7) years. Discuss the firm's experience to best perform these services for the project, and provide at least one sample of similar work in electronic format prepared by the consultant or staff assigned.

Project Approach, Scope of Work, Timeline, and Deliverables. Describe the strategy for achieving the goals and deliverables of the project. Include a detailed scope of work, noting applicable deliverables identified in the RFP Preliminary Work Plan. Outline the proposed approach to services contemplated, including a general timeline demonstrating successful completion of the services.

Estimated Fee and Budget. Provide a fee schedule with the hourly billing rates for each proposed team member and a budget estimate. Include all direct and indirect costs and transportation fees. The budget estimate shall be organized and broken down by each task outlined in the scope of work.

Attachments

[Local Coastal Program](#)

[Land Use Plan and Implementing Ordinances dated January 15, 2020](#)

[Temporary Coastal Wildlife Protection Advisory Committee \(CWPAC\) Report](#)

[CWPAC Proposed Local Coastal Program Amendments to Implement](#)