



## **Proposed Scope of Services BCPUD Bike Path Paving and Maintenance Project - Coastal Development Permit Application Support**

**Proposal # 12256  
August 15, 2025**

H. T. Harvey & Associates (H. T. Harvey) is pleased to present this proposal for ecological consulting services to the Bolinas Community Public Utility District (BCPUD) for its bike path paving and maintenance project (project). We understand BCPUD plans to submit a coastal development permit (CDP) application to pave and maintain an existing bike trail located on BCPUD property that is currently within 50 feet of several Environmentally Sensitive Habitat Areas (ESHAs) in Bolinas, CA. The original path was permitted in 2007, but that permit does not allow paving or use of mechanized equipment within 50 feet of ESHAs and the Marin Local Coastal Program (LCP) has indicated that applying for a new CDP is the best path forward. BKF has prepared a draft 30% construction document to repave the trail. WRA Environmental Consultants (WRA) has prepared a biological resources report showing ESHAs regulated by the Coastal Commission in the project area. H. T. Harvey proposes to leverage this existing work to support BCPUD's CDP application to pave and maintain the bike path. We understand that the CDP application will be submitted to the Marin LCP, which will then present the application to the Coastal Commission. BCPUD hopes to use existing grant funding for the trail work which must be used by 2028. We understand for BCPUD that Marin LCP is supportive of identifying a streamlined CDP permit application process. To support BCPUD's application process, H. T. Harvey proposes to:

- Assess trail location and construction plans relative to mapped ESHAs and provide trail route/construction recommendations to minimize impacts.
- Prepare a project description and provide habitat and species impact avoidance and minimization measures (AMMs).
- Support the BCPUD during a meeting with regulatory agencies.
- Fill out a CDP application form on behalf of the project with necessary input from BCPUD.

The result of this scope will be a project description memorandum suitable for BCPUD to submit for feedback to regulatory agencies and a CDP permit application document. This scope of services and fee estimate are valid for a period of 60 days. Specific tasks associated with this scope of work are as follows.

## Task 1. Review Trail Route and Develop Project Description

An H. T. Harvey restoration ecologist will review BKF's draft 30% designs and WRA's biological resources report, then attend a site visit with BCPUD to review the trail route, proposed construction methods, staging areas, and discuss project approach. H. T. Harvey will review the location of ESHAs in the project area during the site visit and photo document any aspects of the proposed plan that could affect those habitats. Following the site visit, H. T. Harvey will prepare a brief draft Trail Project Description Memorandum summarizing the proposed project description and construction methods. We will include photodocumentation of all ESHA's along the project route. An H. T. Harvey restoration ecologist and wildlife ecologist will collaborate to provide best management practices (BMPs) to avoid impacts to the sensitive habitats and species documented in WRP's biological resources report for BKF to include on their plans. The memorandum will include a figure showing the proposed trail location relative to ESHA's mapped by WRA and photo documentation point location.

We assume that BKF will then revise their 30% trail plan to include BMPs. We will review and provide comments on BKF's draft revised 30% design. Based on BKF's final revised 30% trail design, we will prepare a final Trail Project Description Memorandum with the project description and methods to avoid impact to ESHAs.

### **Deliverables:**

- Figure showing proposed trail location relative to ESHAs.
- Draft and Final Trail Project Description Memorandum.

### **Assumptions:**

- 1 site meeting with the BCPUD and BCPUD
- 2 remote meeting with the BCPUD and BKF- 1 to develop the project description and 1 to review recommended BMPs.
- BCPUD will provide ArcGIS shapefiles of ESHAs mapped by WRA.
- The BMPs H. T. Harvey recommends will be standard. No design of novel impact avoidance measures is included.

## Task 2. Coastal Development Permit Application

We understand the BCPUD may opt to submit the Trail Project Description Memorandum to California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and U.S. Army Corps of Engineers (USACE) to determine whether permits from those agencies are needed. H. T. Harvey will attend one meeting coordinated by the BCPUD with CDFW, RWQCB, and USACE to review the findings of the Memorandum to assist the BCPUD to obtain written concurrence that no other regulatory agency permits other than a CDP are necessary. If regulatory permit applications are necessary, H. T. Harvey can prepare a proposal for additional services to support those permit applications.

On behalf of the BCPUD, H. T. Harvey will compile and prepare the CDP application form: [https://documents.coastal.ca.gov/assets/cdp/CDP\\_Application\\_Form\\_ncc.pdf](https://documents.coastal.ca.gov/assets/cdp/CDP_Application_Form_ncc.pdf). We will prepare a vicinity map but otherwise rely on information provided by the BCPUD and prepared for the memorandum in Task 1. This includes time to collaborate with BCPUD to gather the information needed to complete the application, up to the limit of the project budget.

**Deliverables:**

- Draft and final CDP Permit Application with supporting project description text and figure.

**Assumptions:**

- Text to support the project description of construction and maintenance methods will be augmented with technical text provided by BKF and/or BCPUD as needed.
- BCPUD will provide:
  - A Notice of Exemption from the California Environmental Quality Act (CEQA) (e.g., per Section 15301, Existing Facilities exemption).
  - No new technical reports (e.g., a wetland delineation, geology/soils report, biological survey) will be prepared by H. T. Harvey. Rather, the project will provide the reports available from the Bolinas Eucalyptus Project. Note that upon submittal, the Marin LCP or Coastal Commission may require preparation of these or other technical reports prepared specifically for the trail project.
  - Project plans.
  - Proof of applicant's interest in the property.
  - Assessor parcel map.
  - Appendices A–E of the CDP application.
  - BCPUD will direct H. T. Harvey how to answer questions outside of H. T. Harvey's scope, such as whether historic resource, archaeological resources, or paleontological resources are located onsite.

## Fee

See attached budget for detailed breakdown. All labor and expense fees will be invoiced monthly on a time-and-charges, not to exceed basis.



**H. T. HARVEY & ASSOCIATES**

Ecological Consultants

50 years of field notes, exploration, and excellence

## Project Name: BCPUD Bike Path Paving and Maintenance Project - Coastal Development Permit Application Support

Proposal Number: 12256

Project Number:

Date: 08/15/2025

Total Project Estimate (All Years)								
	Personnel Hours by Task							
All Tasks	Joe Howard: Principal	Kelly Hardwicke: Principal	Gavin Archbald: Senior Associate Ecologist	Zachery Gizicki: Senior Ecologist 2	Abra Kaiser: GIS Analyst	HTH Cost by Task	HTH Direct Expenses (incl. 10% mark-up)	Total Project Cost
Task 1. Review Trail Route and Develop Project Description	4	2	10	32	8	18,654	88	18,742
Task 2. Coastal Development Permit Application	2	1	4	10	2	5,431	258	5,689
Total Labor Hours	6	3	24	42	10	85		Total Cost
Total Cost	\$ 2,310	\$ 1,065	\$ 7,800	\$ 11,130	\$ 1,780	\$ 24,085	\$ 346	\$ 24,431

Billing rates are subject to annual increases and will be adjusted at the beginning of each calendar year.