

REQUEST FOR PROPOSALS/QUALIFICATIONS

Clallam County Shoreline Master Program Update

PROJECT DESCRIPTION SUMMARY

The Contractor will assist Clallam County to complete an update of the Shoreline Master Program (SMP) that is developed and adopted in a manner consistent with the procedural and substantive requirements of the Shoreline Management Act (SMA) and its implementing rules, including the Shoreline Master Program Guidelines (Guidelines). The SMP update process includes completion of inventory and analysis reports with corresponding maps and illustrations that characterize shoreline ecological conditions; development of shoreline policies, environment designations, and use regulations; as well as analysis of cumulative impacts and uses, preparation of a shoreline restoration plan and a formal local adoption process. Public participation will be incorporated in all phases of the SMP update process.

The project consists of five main project phases that are summarized in Table 1 and described in more detail in: 1) this RFP; 2) the County's grant agreement for Shoreline Master Program Update with the WA Department of Ecology; 3) USEPA (Region 10) grant (selected project-grant contract pending) for Puget Sound Watershed Management Assistance Program; and 4) Clallam County Shoreline Master Program Update Public Participation Strategy. Proposals must be designed with these documents in mind. Additional tasks that must be incorporated into all 5 project phases are described at the end of this RFP.

The project scope and timeline have been adjusted based on work already completed and the selected Contractor initiating work by September 2010. It is expected that some project phases and tasks will be worked on concurrently. For example, during Phase 1 (Visioning) it is anticipated that the Contractor will concurrently work on the shoreline inventory and characterization and consistency review reports. Proposals should be designed to provide a timeline for conducting and completing individual project phase tasks, since some tasks will need to be completed first to support other SMP update areas.

Proposals under this RFP are to specifically assist the County in updating the SMP for the following Water Resource Inventory Areas (WRIA): WRIA 17 (only portion located in Clallam County), WRIA 18, and WRIA 19. In regards to WRIA 20, the County is being assisted by the University of Washington (Olympic Natural Resources Center) through an interlocal agreement for completing Phase I-III tasks.

NECESSARY AND HELPFUL BACKGROUND DOCUMENTS

The successful Contractor will understand and follow the processes outlined in the County's existing state and pending federal grants to support the SMP update and also the *Clallam County Shoreline Master Program Update Public Participation Strategy*. The *Strategy* describes the steps that Clallam County will take to involve the community in decisions regarding the SMP update. The goal is to provide the public with timely information, an understanding of the process, and opportunities to review and comment on update decisions before they are made.

The *Strategy* identifies the key stakeholder groups, advisory committees, and their role in the update process. The *Strategy* also outlines the actions that Clallam County and its Contractors will take to involve shoreline landowners, tribes, shoreline users, and others in the update process. Following the tenets outlined in the *Strategy* is key to a successful public participation process and SMP update.

Information to assist with designing proposals can be found on the County’s SMP Web Pages including, but not limited to: existing SMP; Scope of Work under SMA Grant Agreement with Ecology; Enhancing Shoreline Protection Grant Project Narrative/Scope of Work and Logic Model for EPA grant; Clallam County SMP Update GIS Data layers/source list; Clallam County SMP Update list/abstract of key plans and inventory; and *Opportunities to Improve Shoreline Management in Puget Sound*.

Table 1 - Project Overview
Projected Consultant Start Date: September 2010

Project Phases	Targeted Timeline for Completion
Phase I – Visioning	Nov./Dec. 2010
Phase II – Shoreline Inventory and Characterization	Draft: Jan./Feb. 2011 Final: May/June 2011
Phase III – Preliminary SMP Elements	June/July 2011
Phase IV – Final Draft SMP	March 2012 or earlier
Phase V – Local SMP Adoption	June 2012 (Hold public hearings prior to June 2012)

PHASE I - VISIONING

Contractor will design and facilitate a Clallam County shoreline visioning process with the goal to engage the varied public interests including, but not limited to, shoreline landowners and users; residents; businesses; visitors/tourists; Treaty Tribes; local, state and federal land managers; existing work groups and committees addressing watershed, marine, and ESA recovery or community shoreline planning; and special interest groups in defining the future of Clallam County shorelines. Visioning will be designed to encourage and compile a broad spectrum of public input using a variety of methods. Contractors are encouraged to submit innovative proposals to encourage and facilitate public input during the visioning process. All proposals must incorporate the following visioning efforts.

The Contractor will prepare working maps, data summaries, and characterizations of ecosystem processes and shoreline reach level necessary to support Phase I – Visioning Efforts using available data layers and information. Maps and data must be tailored to the targeted geographic area to support the regional forums and focus groups described below.

TASK 1 - REGIONAL PUBLIC VISIONING FORUMS

Contractor will design and facilitate a minimum of four Regional Public Visioning Forums in coordination with County to be held in East WRIA 18 (Sequim), West WRIA 18 (Port Angeles), East WRIA 19 (Joyce), and West WRIA 19 (Clallam Bay-Sekiou). The Forums will encourage citizen participation to help determine goals for future use of the shoreline and to identify priorities, issues, and opportunities regarding shoreline uses, environmental protection, restoration and public access. The visioning process will incorporate working maps and data from the shoreline inventory and characterization and restoration planning efforts. Contractor will design the Forums and involve County SMP Project Staff.

TASK 2 - SHORELINE LANDOWNERS AND USERS

Contractor will use survey tools, interviews, and/or other techniques to obtain and target input on goals, priorities, issues, and opportunities regarding shoreline uses, environmental protection, restoration and public access from shoreline landowners and users (e.g., recreation groups, outfitters, tourists, etc...). The latter must include methods to obtain input from both resident and non-resident recreational users of County shoreline areas. The objective is to collect representative input from shoreline owners and users to supplement and enhance public input received at the regional forum(s).

TASK 3 - TREATY TRIBES

Contractor will conduct interviews and seek input from the Treaty Tribes on goals, priorities, issues, and opportunities regarding shoreline uses, environmental protection, restoration and public access. Quileute, Makah, Lower Elwha Klallam, Jamestown S'Klallam, and Port Gamble S'Klallam are Treaty Tribes with Usual and Accustomed Areas in Clallam County.

TASK 4 - PUBLIC LAND MANAGERS

Contractor will seek input and review existing agency plans to identify goals, priorities, issues and opportunities regarding shoreline uses, environmental protection, restoration and public access on local, state and federal public lands containing shorelines in the County's jurisdiction. Agencies to contact include, but not limited to: Olympic National Park, Olympic Natural Forest, US Fish and Wildlife Service, Washington Department of Natural Resources, Washington Department of Fish and Wildlife, Washington State Parks, and Clallam County Parks Department. Contractor will also seek input from the North Olympic Land Trust.

TASK 5 - FOCUS GROUPS

The Contractor will design and facilitate Visioning Focus Group Forums to be held in eastern and western Clallam County. To ensure broad representation, the Contractor will work with County SMP project staff to identify interests not adequately represented to invite to the visioning focus group forum.

Similar to other visioning efforts, the objectives of the visioning focus groups are to gather input to identify goals, priorities, issues, and opportunities regarding shoreline uses, environmental protection, restoration and public access. In addition, based on the EPA Grant to Enhanced

Shoreline Protection the focus group will be designed to test initial no net loss (NNL) indicator approaches and obtain initial input on the utility of NNL measures and related issues.

It is anticipated that the eastern and western Clallam County focus group participants will also participate in focus group discussions in support of Phases III and IV.

TASK 6 - VISIONING REPORT

The results of Task 1 – 5 and any other visioning efforts will be compiled in a Shoreline Visioning Report to present public perspectives to guide the SMP update planning processes in other project phases.

PHASE I - DELIVERABLES:

1. Four Regional Visioning Forums [Target: Fall 2010].
2. Visioning Focus Group Forums (east and west-end of County).
3. Shoreline Visioning Report. The Contractor will provide an electronic copy and one master copy suitable for copying of the Report.
4. Record and documentation (e.g., agendas, sign-up sheets, hand-outs, working maps, interview/survey questions, consultations, public comments, meeting recordings, etc.) of all visioning efforts and results.

PHASE II - SHORELINE INVENTORY AND CHARACTERIZATION AND CONSISTENCY REVIEW

The shoreline inventory and characterization report and consistency review report described below are key documents to support future project phases. Inventory and analysis work needed to complete these reports will commence concurrent with Phase I efforts with the targeted completion date for substantially complete draft reports in first quarter of 2011. Proposals should include preparation of preliminary shoreline inventory and characterization working maps, data, and information to support concurrent Phase I and III efforts.

TASK 1 - SHORELINE INVENTORY AND CHARACTERIZATION REPORT

Contractor will prepare a *Clallam County Shoreline Inventory and Characterization Report* consistent with WAC 173-26-201. The Report will:

- 1) Present the geographic and jurisdictional context for the SMP update.
- 2) Identify and document ecological functions and values of shorelines.
- 3) Identify issues and opportunities for shoreline protection and restoration.
- 4) Identify current and potential public access sites.
- 5) Analyze shoreline use and identify potential use conflicts to inform environment designation and allowed use decisions.

- 6) Provide a foundation for establishing shoreline goals, environment designations, policies, and implementing regulations designed to achieve No Net Loss (NNL) of ecological shoreline functions necessary to support shoreline resources.
- 7) Form the basis for more in-depth work on No Net Loss Indicators and use in the NNL/Cumulative Impacts Analysis Report (see Phases III and IV).
- 8) Provide baseline information that will be needed for refining the list of ecological indicators and linking restoration actions to ecosystem-wide processes and specific ecological functions.
- 9) Identify measures and actions to protect and restore shoreline functions and ecosystem wide processes (e.g., appropriate land use activities or environment designations, regulations, development standards, etc.).
- 10) Identify any significant data gaps that would be useful to support shoreline program development and implementation.

The shoreline analysis will occur at two scales: 1) ecosystem-wide processes of the watershed area that influences the shoreline jurisdiction; and 2) shorelines reach scale, as follows:

Characterization of Ecosystem-wide Processes. This characterization will include a coarse-scale analysis of the broader area that influences the shoreline jurisdiction. It will include a narrative with reference to maps that describes and illustrates the processes in the larger watershed area that are linked to the shoreline through hydrologic flows. These processes include the uptake, transport and deposition of sediment, nutrients, woody debris, and pollutants. Specifically, this characterization will:

- Present the geographic context for shoreline jurisdiction areas – with geology, soils, topography, vegetation, and drainage patterns of the watersheds. Describe how these large scale upland areas relate to and affect the shoreline. Review existing regional watershed or natural resource related plans for inclusion of relevant information.
- Identify areas throughout the watersheds, or within and beyond shoreline jurisdiction, that are important to maintaining shoreline ecological functions (e.g., wetlands, forest cover, floodplains, higher permeability deposits, discharge, organic/clay soils, etc.).
- Identify areas that are key impairments (e.g., forest clearing, impervious cover, channelized streams, altered wetlands, roads and ditches, dams/diversions, groundwater withdrawals, and listed impairments such as those published in the 303(d) list.
- Identify opportunities for protection/restoration of upland and adjacent areas essential for maintaining shoreline processes and function.

It is expected that Ecology's WRIA 18 and 19 Hydrologic Characterizations, Puget Sound Nearshore Ecosystem Restoration Program (PSNERP), Point No Point Treaty riparian vegetation/land cover analysis, WRIA 18 and 19 Watershed Plans, and County GIS layers (e.g., public access, critical areas, zoning, etc.), and other available information will provide the basis for the characterization of Ecosystem-wide Processes.

Shoreline Reach Delineation and Characterization. This characterization will be a more detailed analysis of the shoreline jurisdiction that includes a narrative with reference to maps and data at the shoreline reach level. Contractor will consult with Clallam County and technical advisors to identify and delineate shoreline reaches for characterization. County has already consulted and identified coastal shoreline reaches, and has held a joint work session between the Planning Commission and Clallam County Marine Resources Committee on PSNERP data and results applicable to Clallam County.

Shoreline reaches for inventory and characterization will be based on land use and ecological processes (such as man-made physical features, stream confluences). Functions that are associated with each shoreline reach will be described. This characterization will further refine the characterization of ecosystem-wide processes. Specifically, this characterization will:

- Detail the physical, biological, and land-use components within the shoreline jurisdiction.
- Evaluate and assess shoreline ecological function using current scientific understanding of the relationship between the conditions of ecosystem-wide processes and functions within shoreline jurisdiction. Identify functions that are healthy, functions that are adversely impacted, and functions that may have existed and are now missing.

Contractor will also conduct a shoreline use analysis, including analysis of opportunities for public access. This analysis will:

- Identify current patterns of land uses in shoreline areas. Key data layers will be the County's parcel based land use classification and Point No Point Treaty Council riparian vegetation/land cover inventory.
- Identify likely or projected uses in shoreline areas.
- As applicable, analyze potential use conflicts and identify possible adverse impacts those could have on current ecological functions.
- Estimate future demand for shoreline space consistent with WAC 173-26-201(3)(d)(ii) requirements.
- Identify opportunities and demand for SMA preferred uses and potential use conflicts based on current use patterns and projected trends.
- Identify current public access sites and opportunities for future access sites. County has inventory and working maps of current public access sites.

County will provide Preliminary SMP Jurisdictional Layer and Map, and copies of relevant plans and studies (e.g., comprehensive plan, watershed plan, floodplain management plans, hazard mitigation plan, water quality monitoring data/reports, etc.). County will also provide shoreline inventory GIS and related data layers including, but not limited to: critical areas, shoreline land use (including parcel based) and land cover, roads and trails, public access sites, known shoreline modifications, and cultural resources. The Contractor will inventory and characterize

the shoreline landscape by maximizing use of available information and resources. A list of plans, studies, and GIS data layers to assist with shoreline inventory and characterization is available.

Clallam County will be seeking assistance from the City of Port Angeles Archaeologist for inventorying and characterizing historic resources in the shoreline jurisdiction. County is in process of assembling existing restoration goals, priorities, identified projects, completed projects, and other information related to ESA and other restoration efforts for shoreline areas.

TASK 2 - CONSISTENCY REPORT

Contractor will review the existing County SMP and shoreline management procedural and administration regulations (Chapter 35.01 CCC) for implementing the SMP, in correlation with SMA Guidelines. A Consistency Report will be prepared that documents the level of consistency between the existing County SMP and Chapter 173-26 WAC. The Report will include identification of gaps, overlaps, inconsistencies, and opportunities to improve clarity and comprehension of code language. The Report will identify and outline specific areas that need to be updated in light of current SMP Guidelines.

PHASE II - DELIVERABLES:

1. Draft Shoreline Inventory and Characterization Report. [Target: Jan./Feb. 2011]
2. Consistency Review Report. [Target: December 2011]
3. Final Shoreline Inventory and Characterization Report. [Target: May/June 2011]
4. Provide County a electronic copy (Word format) and one master paper printout suitable for copying of draft and final reports.
5. Provide record and documentation of all Phase II public participation efforts, consultations, comments, etc., related to preparation of the two Reports.

PHASE III - PRELIMINARY SMP UPDATE ELEMENTS

TASK 1 - NO NET LOSS INDICATORS

This component augments and enhances Clallam County's SMP update by explicitly documenting shoreline conditions, using agreed-upon ecological indicators, which can be linked to key management decisions and the Restoration Plan. The framework will be based on the final, reach level Inventory and Characterization Report (see Phase II). Other critical guidance includes Ecology's No Net Loss (NNL) guidance and the work previously funded by the National Fish and Wildlife Foundation, *Opportunities to Improve Shoreline Management in Puget Sound*. Analyses will focus on areas within shoreline jurisdiction, with consideration of Ecology's watershed scale characterization, channel migration zone studies, riparian vegetation characterization, ecosystem function studies, and other appropriate studies. Products from the analyses will be used to develop an enhanced shoreline restoration plan showing clear functional linkages between changes caused by future development and potential restoration

actions, and an enhanced cumulative impacts analysis based on reach-by-reach assessment of conditions.

This effort will include:

- 1) Defining key shoreline management/policy issues and refining Ecology's initial list of NNL indicators to reflect key policy issues in Clallam County, in consultation with advisory committees and key stakeholders.
- 2) Conferring with County technical advisors and local/regional science experts on key issues and effective application of NNL Indicators.
- 3) Conducting public focus groups to test NNL approaches and obtain feedback on potential problems, utility of NNL measures, and related issues.
- 4) Mapping/documenting current shoreline conditions using ecological indicators at the river reach and nearshore drift cell scales to provide benchmarks for assessing future conditions.
- 5) Identifying reach/drift cell-specific policy/regulatory/voluntary approaches for maintaining functions in consultation with core stakeholders.
- 6) Linking restoration actions to specific ecological functions and establishing guidelines for identifying when/how specific restoration actions are triggered.
- 7) Consulting with the cities of Sequim and Port Angeles to ensure framework is useful in the update of their SMPs.
- 8) Developing outreach and educational materials for the public and other key audiences concerning NNL at key points in Phase III and future Phases IV and V.
- 9) Developing guidelines and templates documenting the indicators and their use in achieving NNL for use in Clallam County and other jurisdictions around Puget Sound.
- 10) Meeting with other Puget Sound counties and appropriate cities to discuss NNL framework progress.

The enhanced NNL Indicator and related activities under the EPA grant (contract pending) will commence with this task and will continue to support other tasks in Phase III and also Phases IV and V. Proposals should integrate timelines and milestones from Component 2 of the EPA grant.

TASK 2 - PRELIMINARY SHORELINE MASTER PROGRAM ELEMENTS

This project phase is designed to evaluate and develop concepts, recommendations, and strategies to guide and support updates to the Clallam County Shoreline Master Program consistent with state shoreline master program guidelines. This effort will consider: (1) Phase I – Visioning; (2) Phase II – Shoreline Inventory and Characterization findings; (3) Phase II-Consistency Review Report findings; and (4) Phase III – Preliminary No Net Loss Indicators.

Specific project tasks will include:

1. Define update issues (e.g., issue statements) and opportunities.

2. Explain the need for specific update recommendations (e.g., shoreline use changes, new shoreline environment designations, etc.).
3. Identify both similarities and differences between existing SMP and update recommendations.
4. Identify and consider alternative strategies and recommendations.
5. Assist stakeholders to conceptualize and visualize affect of update recommendation and strategies.
6. Prepare preliminary draft shoreline goals and policies that are applicable throughout the Clallam County shoreline jurisdiction.
7. Identify and map preliminary draft shoreline environment designations based on determining areas with similar ecological conditions or uses and apply appropriate shoreline environment designations. Shoreline environment designations may comprise those recommended in the guidelines; the existing County SMP; unique, locally developed environments; or any combination of these, so long as they are consistent with WAC 173-26-211 environment designation criteria. Document and report rationale and justification for proposed shoreline designations.
8. Evaluate and update existing SMP shoreline policies and standards. The draft policies will address environment designations, all uses discussed in state SMP Guidelines, and shoreline modifications. The draft policies and regulations for shoreline environment designations shall at a minimum address:
 - Development of a preliminary regulatory framework for achieving identified goals, policies, and environment designations consistent with the applicable principles and standards contained in General Master Program Provisions (WAC 173-26-221), Shoreline Modifications (WAC 173-26-231), Shoreline Uses (WAC 173-26-241), and Shorelines of Statewide Significance (WAC 173-26-251).
 - Shoreline use and modification activity.
 - Shoreline uses and modifications that are prohibited and allowed by Substantial Development Permit or Conditional Use Permit.
 - Bulk dimensional standards (buffers, setback, density, etc.).
 - Shoreline modification activity standards.
 - Any local policies or regulations adopted by reference, if relied upon to satisfy SMA or guidelines requirements.

TASK 3 - INTERGRATION STRATEGY REPORT

Contractor will identify opportunities to provide for greater consistency and coordination between programs, particularly concerning integration between the Growth Management Act (GMA), Shoreline Management Act (SMA), and Endangered Species Act (ESA). The review will create a matrix of policies and provisions of the County land use and development policies and regulations to facilitate an analysis of conflicting and/or duplicative regulations. The analysis will include identification of gaps, overlaps, inconsistencies, and opportunities to improve clarity and comprehension of code language. It will also include a compilation of supporting relevant science to support recommendations.

An *Integration Strategy Report* will be prepared containing findings and recommendations to integrate and update GMA, SMA, and ESA requirements, including how the County's SMP update can facilitate integration. This effort will include addressing critical area protection (e.g., buffers) in shoreline jurisdiction, NMFS Biological Opinion, Federal National Flood Insurance Program, and Washington State Department of Natural Resources requirements and standards for use of state aquatic lands. In addition, it will include preliminary findings from the NNL indicator activities. The intent is to improve integration of environmental policy, eliminate unneeded duplicative regulation, and improve consistency and certainty in implementation. The results of the *Integration Strategy Report* will be utilized in conjunction with the shoreline inventory and characterization to guide the development of the Preliminary SMP Elements and the Draft SMP.

TASK 4 - PRELIMINARY CUMULATIVE IMPACTS ANALYSIS

Cumulative impacts will be evaluated as an ongoing part of the development of proposed policies, environment designations and other regulations. The evaluation and analysis will show how the proposed regulations and environment designations achieve No Net Loss of shoreline ecological functions during the planning period. The analysis will incorporate results of the No Net Loss component (see No Net Loss component above, Phase III, Task 1) and will include incremental and cumulative impacts of future uses and development allowed by the proposed SMP as an ongoing part of the update process. The analysis will be based on a reach-by-reach assessment of conditions and will identify how proposed SMP regulations and standards and restoration activities will avoid and offset expected impacts of future permitted and exempt shoreline development. Scenario-based impacts analysis will be used.

The cumulative impacts analysis may need to be revised if the initial document shows that cumulative impacts would result from the draft SMP. The final analysis together with the restoration plan will demonstrate how the proposed SMP achieves No Net Loss of ecological functions identified by the Shoreline Inventory and Characterization Report.

County will evaluate cumulative impacts as an ongoing part of the development of proposed policies, environment designations and other regulations. The evaluation and analysis will show how the proposed regulations and environment designations achieve No Net Loss of shoreline ecological functions during the planning period. The analysis will include incremental and cumulative impacts of future uses and development allowed by the proposed SMP as an ongoing part of the update process. The analysis will identify how proposed SMP regulations and standards and restoration activities will avoid and offset expected impacts of future permitted and exempt shoreline development. Scenario-based impacts analysis will be used.

PHASE III - DELIVERABLES:

1. Task 1 deliverables to include:
 - a. Public focus group forums (east and west-end of County) on NNL indicators.
 - b. Refined list of NNL ecological indicators applicable to Clallam County nearshore and freshwater systems developed in consultation with County technical

- advisors and policy advisory committees, public focus groups, scientific experts, Ecology, PSNERP, and the Partnership.
- c. Draft reach-specific geospatial data and maps showing current shoreline conditions in Clallam County according to ecological indicators.
 - d. Draft written guidance and templates documenting the indicators and their use in achieving NNL for use in Clallam County and other jurisdictions around Puget Sound.
 - e. Outreach and educational materials for the public and other key audiences concerning NNL.
2. Prepare Clallam County Preliminary Shoreline Master Program elements that incorporate and address the eight elements described under Task 2 above.
 3. Integration Strategy Report (see Task 3 above).
 4. Preliminary Cumulative Impacts/No Net Loss Analysis Report (see Task 4 above).
 5. Design and facilitate four Regional Visioning Forums on Phase III deliverables in coordination with County SMP Project Staff.
 6. Design and facilitate Public Focus Group Forums (east and west-end of County) on Phase III deliverables in coordination with County SMP Project Staff.
 7. Provide record and documentation of all Phase III public participation efforts, consultations, comments, etc., related to Tasks 1 – 4 above.

PHASE IV - FINAL DRAFT SHORELINE MASTER PROGRAM PREPARATION

TASK 1 - DEVELOP FINAL DRAFT RESTORATION PLAN

Clallam County is in process of assembling existing restoration goals, priorities, identified projects, completed projects, and other information related to ESA and other restoration efforts for shoreline areas. This information will be compiled and submitted to Contractor to support Phase III and IV tasks related to drafting and preparing a SMP Restoration Plan Element.

Restoration priorities within adopted watershed, salmon recovery, and floodplain management plans will be identified and documented. Indicators and elements from the No Net Loss component will be incorporated (Phase III, Task 1). Organizations conducting restoration work for assistance in developing restoration strategies will be consulted. Implemented and planned restoration projects within the shoreline jurisdiction will be documented in consultation with North Pacific Coast Lead Entity, Indian Tribes, Clallam Conservation District, North Olympic Land Trust, and other agencies and organizations involved with restoration projects. Results of this

effort will be compiled for the Clallam County section of the *Restoration Planning Report*, a County-wide document that will be utilized to guide development of the SMP.

Consistent with principle WAC 173-26-186 (8) (c) and WAC 173-26-201 (2) (f), the Clallam County restoration plan will:

- Identify degraded areas, impaired ecological functions, and sites with potential for ecological restoration.
- Set goals and priorities for restoration of degraded areas and impaired ecological functions.
- Describe existing and ongoing restoration projects and programs.
- List additional projects needed to achieve restoration goals and implementation strategies.
- Identify prospective funding.
- Set times and benchmarks for achieving restoration goals.
- Recommend mechanisms to ensure that restoration projects and programs will be implemented and monitored.

Organizations conducting restoration work for assistance in developing restoration strategies will be consulted. The restoration plan may identify overlaps in how and where restoration work is being conducted. An implementation strategy may include recommendations for coordination between groups doing restoration work. A list of specific prioritized restoration projects may be included as an appendix to the SMP.

TASK 2 - ASSEMBLE FINAL DRAFT SHORELINE MASTER PROGRAM

Based on Project Phases I – III and the Draft Restoration Plan the Contractor will assemble and prepare a Draft SMP consistent with state requirements and guidelines for public review. Final jurisdiction maps (digital) will be prepared. Contractor will also prepare related draft updates to County adopted administrative procedures under Chapter 35.01 CCC and Chapter 26.10 CCC of the County code consistent with the Draft SMP and state requirements and guidelines. In addition, the Contractor will advise and consult with County on how to integrate from WRIA 20 SMP planning process.

TASK 3 - FINAL DRAFT CUMULATIVE IMPACTS ANALYSIS/NNL REPORT

Contractor will finalize and revise draft cumulative impacts analysis/NNL report as needed to reflect Draft SMP. This analysis together with the restoration plan will demonstrate how the proposed SMP achieves no net loss of ecological functions identified by the Shoreline Inventory and Characterization Report and NNL Indicators.

PHASE IV - DELIVERABLES:

1. Final Draft Shoreline Restoration Plan (include electronic copy and one hard copy).

2. Final Draft Shoreline Master Program and related administrative code updates (electronic copy and one hard copy).
3. Final Draft Cumulative Impact Analysis/No Net Loss Indicator Report (electronic copy and one hard copy).
4. Design and facilitate four Regional Visioning Forums on Phase IV deliverables in coordination with County SMP Project Staff.
5. Design and facilitate Public Focus Group Forums (east and west-end of County) on Phase IV deliverables in coordination with County SMP Project Staff.
6. Provide record and documentation of all Phase IV public participation efforts, consultations, comments, etc., related to Tasks 1 – 3 above.

PHASE V - LOCAL SMP ADOPTION PROCESS

A local review and adoption process will be conducted for the proposed SMP as provided in the SMA, WAC 173-26, and the State Environmental Policy Act. The SMP shall contain shoreline policies, regulations, environment designations, definitions, required administrative provisions, and a clear description of final SMP jurisdiction boundaries together with copies of any provisions adopted by reference.

TASK 1 - COMPLETE SEPA REVIEW AND DOCUMENTATION

Contractor will prepare SEPA analysis and documents (e.g., environmental checklist) pursuant to chapter RWC 43.21C, the State Environmental Policy Act.

TASK 2 - GMA 60-DAY NOTICE OF INTENT TO ADOPT

Contractor will review and advise County SMP Project Staff on preparing and assembling documents for state review consistent with RCW 36.70A.106 and WAC 173-26-100(5).

TASK 3 - PUBLIC HEARINGS

Contractor will advise and provide materials to support County SMP Project Staff presentations of the Draft SMP and related updates to administrative requirements and the Draft Restoration Plan at public hearings before the Clallam County Planning Commission (PC) and Board of Clallam County Commissioners (BOCC). It is anticipated that both the PC and BOCC will hold regional hearings. Proposals will include follow-up work sessions with the PC and BOCC to consider testimony received and recommended updates. Proposals will also include optional contingency work sessions and related costs for Contractor participation in public hearings and additional work sessions.

TASK 4 - PREPARE RESPONSIVENESS SUMMARY

Contractor will prepare a summary responding to all comments received during PC and BOCC public hearings and the public comment period.

TASK 5 - FINAL SMP AND RELATED DOCUMENTS

Contractor will prepare final updates of SMP, Restoration Plan, and Cumulative Impact Analysis/NNL Report, as needed, per direction of the County.

PHASE V - DELIVERABLES:

1. SEPA Review and Documents (include electronic copy and one master hard copy).
2. PC and BOCC Public Hearing Responsiveness Summary (include electronic copy and one master hard copy).
3. Final SMP, Restoration Plan, and Cumulative Impact Analysis/NNL Report (include electronic copy and one master hard copy).
4. Provide record and documentation of all Phase V public participation efforts, consultations, comments, etc.

OTHER TASKS

1. **SMP Project Team Coordination Meetings.** Contractor and County SMP Project Team Staff will hold coordination meetings to discuss project status, deliverables, and to address issues related to Clallam County SMP Update. Project Team meetings are anticipated to generally occur by teleconferencing and should occur on monthly or as needed.
2. **Quarterly Reports.** Provide County quarterly reports identifying progress by task and documentation of public involvement efforts (e.g., contacts and consultations).
3. **Ecology SMP Checklists.** Prepare and update Ecology SMP Checklists for completed tasks. This should be tied to quarterly progress reports and final County adoption of SMP.
4. **County SMP Technical and Policy Advisory Committees and Work Groups.** Clallam County is consulting with existing committees and work groups involved with watershed, marine resources, restoration, and community planning throughout the SMP Update planning process. For the project area, these committees and work groups include:
 - Clallam Ecosystem Recovery Network
 - Clallam Marine Resources Committee

- WRIA 18 Dungeness River Management Team
- WRIA 18 Elwha-Morse River Management Team
- WRIA 19 Lyre-Hoko Watershed Planning Unit
- North Olympic Peninsula Lead Entity
- Clallam Bay-Sekiu Community Advisory Council
- Crescent Community Advisory Council

Individuals participating (or invited to participate) on these existing groups and committees represent a wide variety of interests. Some individuals, organizations, Tribes, and agencies are represented on multiple committees. These existing committees also contain biologists, scientists, and other technical advisors. Appendix A of the Clallam County Public Participation Strategy contains information on the general mission and representatives on the above SMP Policy Advisory Committees. These committees and work groups all have other interests and missions besides the SMP update work. However, the SMP is of interest to all committees and will impact their core missions. County SMP Project Team Staff have met with most of the advisory committees to discuss the SMP Update Project.

Proposals will include obtaining input from advisory committee(s) during project Phases I-IV. Methods can include targeted meetings that Contractor will attend at key milestones, developing tools and materials that will allow County SMP Project Staff to facilitate and gather input, focus groups, and other techniques.

Proposals will include the Contractor meeting with the Clallam Ecosystem Recovery Network Work Group to gather their input to support recommended SMP updates. This Work Group has the broadest interest in the SMP Update process and addresses all of the Puget Sound Watershed located within Clallam County's jurisdiction. They have agreed to be a primary policy advisory review committee for the SMP Update process.

5. **Clallam County Planning Commission.** The Planning Commission (PC) is the advisory body that will hold public hearings and make a recommendation to the Board of Clallam County Commissioners on updates to the SMP. Proposals will include briefings on project status and recommendations at key points of the process. This may include developing briefings for County Project Team Staff or targeted Contractor meetings with the PC. Proposals will also include work session time in Phases III and IV to obtain Planning Commission input to preliminary SMP element recommendations and on draft SMP prior to scheduling public hearings.
6. **Public Outreach.** Proposals will also include public outreach and educational materials that garner interest, input, and support for the SMP update process.