



WEST BASIN MUNICIPAL WATER DISTRICT

**As Contracting Agency for the Greater Los Angeles County
Integrated Regional Water Management (IRWM) Region**

REQUEST FOR PROPOSALS

Task Order 4A Solicitation

**Los Angeles-Ventura Funding Area
DAC Involvement Activities Program Tasks**

Proposals Due

May 21, 2021

Issued by

**WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Boulevard, Suite 210
Carson, California 90746**

On behalf of the Los Angeles-Ventura Funding Area for the Greater Los Angeles County

**Issue Date
April 23, 2021**

1. GENERAL INFORMATION

West Basin Municipal Water District (West Basin), acting as the contract administrator for the Los Angeles-Ventura Funding Area (Funding Area), is seeking proposals from the on-call consultants on behalf of the Greater Los Angeles County (GLAC) Region, to implement Task Order 4 of the Disadvantaged Community Involvement Program (DACIP). This Funding Area includes three independent Integrated Regional Water Management (IRWM) planning regions: Greater Los Angeles County (GLAC), Upper Santa Clara River (USCR), and Watersheds Coalition of Ventura County (WCVC). These three entities are working together to implement the Disadvantaged Community Involvement Program (DACIP) grant.

2. OVERVIEW OF SOLICITATION DOCUMENT

This Request for Proposals (RFP) is composed of the following parts:

2.1 DESCRIPTION OF WORK AND SERVICES REQUIRED

As the fourth and final task of the (DACIP), the GLAC Region is seeking a consultant to develop and provide technical assistance training and project development support programs for entities that serve disadvantaged and tribal communities. Technical assistance should include how to identify, conceptualize, develop, design, and cost a project. Consultants will assist in capacity building for selected communities based on IRWM Region prioritization, results of previous Needs Assessment conducted with DAC and Tribal community members, or prior engagement efforts. Consultants will work with the DACs, Tribal communities, and stakeholders to solicit, identify, evaluate and develop projects and programs using, but not limited to, the methodology developed previous DACIP tasks to provide the greatest possible benefits to the largest number of DACs and Tribal communities within the Funding Area. The description of work and services requested is included in Exhibit A. The Tribal Engagement Policy is included in Exhibit B. For additional information on the DACIP and previous tasks, please visit: <https://watertalks.csusb.edu/>.

2.2 GENERAL RFP INFORMATION:

1. Respondents are encouraged to carefully review this RFP in its entirety prior to preparation of their proposals.
2. All proposals submitted will become the property of West Basin.
3. Respondent may modify or amend its proposal only if West Basin receives the amendment prior to the deadline stated herein for receiving proposals.
4. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

5. Proposal Validity – Proposals must be valid for a period of at least six (6) months from the closing date and time of this solicitation. Proposals may not be withdrawn after the submission date.
6. Pre-Contractual Expenses – West Basin shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their proposal. Respondents shall not include any such expenses as part of their proposal. Pre-contractual expenses are defined as expenses incurred by the Respondent in preparing its proposal in response to this solicitation; submitting that proposal to West Basin; negotiating with West Basin any matter related to the proposal; and, any other expenses incurred by the Respondent prior to the date of award and execution of an Agreement.
7. Right to Audit – Following execution of an agreement and for a period of three years following the completion of the services, West Basin will have the right to audit the successful Respondent's (Awardee's) invoices and all supporting documentation generated in performance of services under the agreement.
8. Confidentiality – Confidentiality of Proposals is subject to the following:
 - West Basin is subject to the Public Records Act, California Government Code Section 6250 et. seq. As such, all required submittal information is subject to disclosure to the general public.
 - Respondent may provide supplemental information exempt from public disclosure under Gov. Code § 6254, including “trade secrets” under Evidence Code § 1060. Such supplemental information shall not be material to the required submittal information and West Basin shall be under no obligation to consider such supplemental information in its evaluation.
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9. West Basin reserves the right to:
 - Reject any or all proposals;
 - Select the proposal most advantageous to West Basin;
 - Verify all information submitted in the proposal;
 - Withdraw this solicitation at any time without prior notice and furthermore, makes no representations that any contract will be awarded to any Respondent responding to this solicitation;
 - Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as West Basin may deem to be in its best interests;

- Negotiate the final contract with any Respondent(s) as necessary to serve the best interests of West Basin;
- Amend this solicitation;
- Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between West Basin and the successful Respondent.

2.3 ANTICIPATED RFP SCHEDULE

This solicitation is subject to the following schedule:

- | | |
|---|-------------------------|
| • Solicit Request for Proposal | April 23, 2021 |
| • Last day for Respondent comments or questions | May 6, 2021 12:00 p.m. |
| • Last day for Responses to company questions | May 12, 2021 12:00 p.m. |
| • Proposals due | May 21, 2021 5:00 p.m. |
| • Notice of Recommended Award | July 12, 2021 |

2.4 RESPONDENT QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation or its attachments, the Respondent should notify West Basin with their concerns no later May 6, 2021, as noted above. West Basin’s responses will be delivered in the form of an addendum to this solicitation. The questions and responses will be emailed to the list of on-call consultants. Only the prospective Respondents that participated in the mandatory Pre-Proposal Conference Call will receive the addenda prepared to supplement this solicitation.

So that all Respondents will continue to have a fair and equal opportunity in this solicitation, an exception(s) will only be considered to correct errors or if all proposals submitted take exactly the same exception(s). West Basin’s consideration of any exception shall not, in any way, be construed as West Basin’s intent to grant said exception. Exceptions will be evaluated on a case by case basis and will be granted only to correct errors in the documentation or when it is deemed to be in the best interest of West Basin.

2.5 REQUEST FOR PROPOSALS ADMINISTRATION

Questions regarding any aspect of this solicitation should be directed to West Basin’s Project Manager. The Project Manager for this engagement is:

Project Manager:	Tammy Hierlihy
Phone:	(310) 660-6274
Email:	tammyh@westbasin.org

West Basin will act as the Contract Administrator for all work entailed with this solicitation. The Los Angeles County Flood Control District (LACFCD) will act as Program Manager for all work entailed with this solicitation. The contract(s) will be

between West Basin and the selected Consultant(s) and the funding will be provided by West Basin. The management of the Consultant on a day-to-day basis will be performed by the LACFCD.

2.6 SOLICITATION INSTRUCTIONS

2.6.1 Packaging

Proposals shall be enclosed in a sealed package(s). Respondent's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with the Solicitation No. (located on the cover of the RFP) legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, 2 of 3, etc.).

2.6.2 Submittal

- Respondent shall submit **one (1) hard copy original**, in a bound report format clearly marked **original** on the outside cover containing an original "ink" signature. Respondent shall also submit **seven (7) hard copies** in separate bound reports, and **one (1) separate CD ROM/memory stick** containing the proposal in a PDF or WORD format to the following address:

West Basin Municipal Water District
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746-1296

Attn: Tammy Hierlihy, Water Policy & Resources Analyst II

- Proposals are due no later than May 21, 2021 5:00 p.m.
- West Basin will not be responsible for submittals that are delinquent, lost, mis-marked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by West Basin.

2.6.3 Response Requirements

- The information requested below will be used to evaluate the Respondent's Proposal. Respondents may be deemed non-responsive if they do not respond to all Sections, 2.6.4 through 2.6.9 (below).
- Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

- Respondent’s proposal shall be clear, concise, accurate, and comprehensive. **Excessive or irrelevant materials will not be favorably received.**
- The **hardcopy proposal** shall not exceed 15 pages in its entirety, two-sided only where possible, 10-12 point font, organized in separate sections tabbed with corresponding letters and related headings in the order presented below:
 - Executive Summary Letter
 - Validity of Proposal
 - Statement of Qualifications
 - Approach to Scope of Services
 - References
 - Pricing Information

2.6.4 Executive Summary Letter

This letter shall be a brief formal letter from Respondent that provides information regarding the scope of services and the Respondent’s ability to perform the requirements of this solicitation. This letter shall identify all materials and enclosures being forwarded in response to this solicitation.

The letter must be signed by an individual authorized to bind the proposing entity or by the two corporate officers authorized to bind the proposing entity as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

2.6.5 Validity of Proposal

Responses to this RFP shall be valid for a minimum of six (6) months. Submissions not valid for at least six (6) months will be considered non-responsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid.

2.6.6 Statement of Qualifications

A description of the Consultant Firm’s and any sub-consultant’s experience on similar type projects for the proposed scope of work. Provide enough detail to allow the reviewers to understand the qualifications required for the requested scope of services.

2.6.7 Experience of the Consultant team/firm/subconsultants

A description of the Consultant Firm’s and all sub-consultant’s experience on similar type projects.

2.6.8 Schedule for Project Completion

The Proposal shall include a proposed timeline for completing the various subtasks within the DACIP Implementation Schedule (Attachment B)

2.6.9 Approach to Scope of Services

A description of the approach to perform the requested scope of services.

2.6.10 Pricing Information

Hourly rate schedules shall be included for all individuals and services, including sub-consultants anticipated to be used in this solicitation. The cost basis for any reimbursables is to be included. The fee schedules provided in the Proposal will remain in effect for the duration of the Agreement.

3. SELECTION PROCESS

A selection panel comprised of representatives from the GLAC Region and/or other designees will review the proposals and consider the following factors to select the most qualified Respondent:

- Completeness and Quality of Proposal (as defined in Section 2.6 – Solicitation Instructions)
- Statement of Qualifications for subconsultants
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

Based on review of the proposals, Respondents may be asked to give a presentation on their proposal as soon as five (5) business days following the request by West Basin. The interview / presentation will include an opportunity for the Consultant to provide a 30-minute presentation on how their team is best fitted to provide services as described within this solicitation. The presentation will be followed by a question/answer period with the Project team's key personnel. Approximately one hour will be allowed for each interview.

The selection panel may ask questions about the Respondent's written proposal and other issues regarding their proposed Scope of Services. Presentations will be evaluated and a successful Respondent will be selected.

By submitting responses to this solicitation, Respondents understand and agree that West Basin may award contracts to firms whose approach exceed or varies from the requirements listed. West Basin and the review panel will be the sole judges of which proposals best satisfies the needs of the Funding Area.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore, proposals submitted should contain the Respondent’s most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent. If West Basin engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated. West Basin may elect to contact another firm submitting a Proposal. This sequence may continue until an agreement is reached.

This contract will be issued on a deliverable basis.

4. INSURANCE REQUIREMENTS

The selected Respondent and all subconsultants shall procure and maintain, for the duration of the agreement insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful Respondent shall provide the following coverage:

Commercial General Liability	\$1,000,000
Business Automobile Liability	\$1,000,000
Workers’ Compensation	\$1,000,000

Prior to the start of work, the successful Respondent shall provide evidence of insurance from an insurer(s) certifying to the coverage, including an endorsement naming West Basin and the LACFCD as an additional insured covering both the Respondent’s ongoing operations and completed operations. For a complete description of the insurance requirements, please see the Executed Agreement.

5. EXHIBITS

Exhibit A: GLAC Region Description of Work and Services, Cost Information, and Schedule.

Exhibit B: Department of Water Resources Tribal Engagement Policy

Exhibit C: DACIP Implementation Schedule

EXHIBIT A

Task 4 – Project Development

The fourth task in the DACIP is Project Development. Consultants, in collaboration with the Funding Area Program Managers, will work with the State Water Board Technical Assistance Program, the Council for Watershed Health, CSU Disadvantaged Community Center, California Rural Water Association and other statewide Technical Assistance providers, where appropriate. The request for Proposal is for Task 4 Project Development, sub-tasks 4.1 Technical Assistance, 4.2, Project Development, and 4.3 Project Management, Reporting, and Final Report. A brief description for each sub-task is included herein. Please use the following pages to provide recommendations/measurable deliverables, cost not-to-exceed, and schedule for sub-tasks 4.1, 4.2, and 4.3.

Please note that total cost for Task 4 shall not exceed \$2,300,000.00 for the GLAC sub-region. This not to exceed amount is provided as a guideline only and is not a guaranteed award amount. Following proposal submittals, the Funding Area Program Managers (PMs) will determine appropriate budget allocations, based on proposed project needs. Also, the State will withhold 5% retention of funds requested for reimbursement for this project. Submittal of a Final Report and subsequent approval by the State is a requirement for the release of any funds retained for this project.

Sub-task 4.1 - Technical Assistance

Develop and provide technical assistance training and support programs for entities that serve DACs and Tribal communities, including Tribal leaders, councils, and/or other representatives, community-based organizations, mutual water companies, water quality managers, parks and open space managers and other water and land resource managers. Technical assistance should include how to identify, conceptualize, develop, design, and cost a project. Provide support as directed by the Los Angeles-Ventura Funding Area Program Managers (PMs) to facilitate stakeholders' technical assistance workshops, meetings, permitting and grant writing, referrals to State Technical Assistance Programs, assessing water projects for multi-benefit potential, facilitating multi-agency collaboration funding opportunities, updating existing IRWM Plan projects, and adding new projects. Technical Assistance should include the following:

Community Based Curriculum

Develop a curriculum that can be used by and/or incorporated into existing educational institution, NGO, or CBO programs. Develop resource materials such as handbooks that will guide NGOs, CBOs, and community leaders on how to participate in IRWM processes, including project selection processes.

Tribal Communities Consultations and Materials Development

Develop module or training sessions with the assistance of Tribal leaders, councils and/or representatives, that will incorporate consultations on Tribal communities' traditional ecological knowledge and practices of water related concerns into existing projects and programs. Include methods to develop criteria and communication plans for all applicable programs that will guide various agencies on how to facilitate Tribal participation, including participation within IRWM processes. Develop resource materials such as handbooks that may be utilized for cultural competency trainings, recognizing that Tribal Communities have distinct interests and knowledge of Tribal lands and resources. Please see "Exhibit B" for more information on the Department of Water Resources' policy on Tribal Engagement.

Agency Based Curriculum

Develop modules or training seminars that will guide agencies on best practices for connecting, building, and maintaining lasting relationships with their DACs and Tribal communities. Consultant(s) are encouraged to utilize or expand on existing materials and trainings developed by State agencies that focus on connecting with their customers.

Equitable and Accessible IRWM Engagement Process

Develop region-specific recommendations, best practices, and/or trainings focusing on how to make participation and ongoing engagement within IRWM more accessible, equitable and inclusive. Consultant(s) are encouraged to reference statistical data or prior studies demonstrating how incorporating suggested changes to governance structure or IRWM protocols will help enhance and make project selection processes more inclusive and equitable.

Based on IRWM Region prioritization, results of the Needs Assessment conducted with DAC and Tribal community members, or prior engagement efforts, assist in capacity building for selected communities as directed by the Funding Area PMs. Capacity building includes increasing the knowledge and skills needed to develop projects, and by sharing

ways to engage in the IRWM process through connections and available resources. Understanding that communities will have varying needs and will have identified projects at different stages of development, consultant(s) are encouraged to build a pilot team with a wide range of expertise, to help develop those projects and guide them toward implementation. Assistance may be customized in each DAC, groups of DACs, and/or Tribal groups to provide a range of support options.

Please provide requested information for this sub-task below.

SUB-TASK 4.1 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Unit Cost & Time Spent)	Schedule
4.1 Technical Assistance <i>(Examples include, but are not limited to: Workshops/ training sessions/handbooks for project design and concepts, grant writing, permitting, etc.)</i>		

Sub-task 4.2 - Project Development

Based on the results of Activities 2 and 3, which may add to or build on prior knowledge from previous DAC and Tribal community assessments, provide support for further DAC and Tribal community-specific site assessments, such as mapping, ground-truthing, and analysis of available data. The site assessments will be used to better understand local water management needs, as well as to assist in developing projects and programs that address those needs.

The consultant(s) will work with the DACs, Tribal communities, and stakeholders to solicit, identify, evaluate and develop projects and programs using, but not limited to, the methodology developed in Activity 3 (including project solicitation process, project prioritization criteria) and Activity 4.1-Technical Assistance to provide the greatest possible benefits to the largest number of DACs and Tribal communities within the Funding Area. The PMs will work to ensure equitable distribution of resources for development of projects across the three regions. Consultant(s) should assume attendance up to four IRWM meetings per sub-region, to advocate with and for communities' proposed projects. Consultant(s) are encouraged to utilize the pre-

approved As-Needed Consultants list when building sub-consultant teams for each Project Development task.

Please provide requested information for this sub-task below.

SUB-TASK 4.2 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Rate Schedule)	Schedule
4.2 Project Development <i>(Examples include, but are not limited to: Preparation of preliminary design concepts, site assessments, design plans, CEQA documentation)</i>		

Sub-task 4.3 Project Management, Reporting and Final Report

Provide project management and oversight for Task 4 activities. Consultant(s) will track, monitor, and report progress on implementing all activities as well as those performed by their subcontractors (including workshops, meetings, distribution of information, coordinated efforts), support and communicate with stakeholders on progress and resolution of issues, serve as a quality control point for data and preparation of program and financial reporting. The Task 4 report will be specific to each sub-region for ease of extracting information and data as needed by each sub-region and to help determine which programs and projects should be considered for technical assistance, development, and further community engagement, in preparation for future State funding.

Consultant(s) will provide content and results from Technical Assistance and Project Development tasks to be used in the Funding Area Final DACIP Grant Report, assisting with the compilation of reports from all previous tasks and providing analysis and assessment of all required areas including Stakeholder Summary, Involvement Activity Summary, Findings, Future Steps and References.

Please provide requested information for this sub-task below.

SUB-TASK 4.3 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Unit Cost & Time Spent)	Schedule
4.3 Project Management, Reporting and Final Report		

To assist you with your proposal, we have included additional information regarding our desired outcomes for sub-tasks 4.1, 4.2, and 4.3 along with expected deliverables.

Desired Outcomes:

- Technical Assistance training program for the network of organizations and community member who will be involved in project development.
- Confidence, and trust within communities, based in.
- Capacity within DAC and Tribal communities to develop project concepts and engage technical support for design and project development.
- Sustained participation by DACs and Tribal community members, NGOs, and CBOs within, but not limited to, IRWM planning and/or project development activities.
- Potential projects for the DACs and Tribal communities.

Deliverables:

- List of Projects and Projects Concepts developed for the Funding Area.
- List of DAC and Tribal community representatives who received technical assistance to increase capacity in project development.

On-Call Consultant:

- Printed documents and electronic materials developed for all Task 4 activities, which may include: databases, websites, handbooks, resource materials, reports, studies, environmental documents, permits, design, site assessment, grant application related documents for Prop 1, Round 2 Implementation Grant and other State sponsored grant solicitations, verification of the addition of projects to IRWM Plans.
- Development of a Region-specific Task 4 Project Development Report.

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791

**MAR 08 2016****Department of Water Resources
Tribal Engagement Policy**

The Department of Water Resources (DWR) is committed to fulfilling its consultation obligations to California Native American Tribes (California Tribes¹) and their sovereign authority over their members and territories. This Tribal Engagement Policy will strengthen DWR's commitment to improving communication, collaboration, and consultation with California Tribes consistent with the Tribal Consultation Policy directives in Executive Order B-10-11², the California Natural Resources Agency Tribal Consultation Policy³, and AB 52⁴.

DWR adopts the following policy principles to achieve early and meaningful tribal engagement and to strengthen and sustain collaboration with California Tribes:

- Establish meaningful dialogue between DWR and California Tribes early on in planning for CEQA projects to ensure that DWR's tribal outreach efforts are consistent with mandated tribal consultation policies, and to ensure that California Tribes know how information from consultation affected DWR's decision making process;
- Establish guidelines to share information between DWR and California Tribes, while protecting their confidential information to the fullest extent of the law;
- Consult with California Tribes to identify and protect tribal cultural resources where feasible, and to develop treatment and mitigation plans to mitigate for impacts to tribal cultural resources and cultural places;
- Develop criteria in communication plans and grant funding decisions for all applicable DWR programs that will facilitate tribal participation;
- Provide cultural competency training for DWR executives, managers, supervisors, and staff on tribal engagement and consultation practices;
- Recognize that California Tribes have distinct cultural, spiritual, environmental, economic, public health interests, and traditional ecological knowledge about California's natural resources;
- Enable California Tribes to manage and act as caretakers of tribal cultural resources.

To implement this policy, DWR's Executive Committee of the Environmental Coordination Committee will convene a work group of Division and management staff to develop the needed guidelines, procedures, and resources to implement this Tribal Engagement Policy. The work group will present its proposals to the Governance Board, essential to DWR's government-to-government tribal consultation, for approval.

A handwritten signature in blue ink, appearing to read "Carl A. Torgersen".

Carl A. Torgersen
Chief Deputy Director

¹ California Tribes and "Tribal Communities" and "Tribal", include all Federally Recognized Tribes and other California Native Americans as defined in Executive Order B-10-11.

² See attached Governor Executive Order B-10-11 established September 19, 2011.

³ See attached California Natural Resources Agency Tribal Consultation Policy established November 20, 2012.

⁴ AB 52 (Gatto) added Chapter 532 (Statutes of 2014) Native American/CEQA; found at Public Resources Code section 5097.94 and in sections of 21000, et seq.

Exhibit C- DACIP Implementation Schedule

	2017				2018				2019				2020				2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
TASK 1 Administration																								
1.1 LA-Ventura Application submitted																								
1.1 LA-Ventura Application approved																								
1.1 DWR - LACFC Contract																								
1.2 Administration (Regions)																								
TASK 2 Community Outreach																								
2.1 Design Outreach Program																								
2.2 Community Outreach & Education																								
2.3 Broad-based Public Education																								
2.4 DAC Aspects in IRWM Plans Project																								
2.5 Implementing & Reporting Project																								
TASK 3 Needs Assessment																								
3.1 Design Needs Assessment																								
3.2 Community - Needs Assessment																								
3.3 Institutions - Needs Assessment																								
3.4 Implementing & Reporting Project																								
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WEST BASIN MUNICIPAL WATER DISTRICT

**As Contracting Agency for the Greater Los Angeles County
Integrated Regional Water Management (IRWM) Region**

REQUEST FOR PROPOSALS

Task Order 4B Solicitation

**Los Angeles-Ventura Funding Area
DAC Involvement Activities Program Tasks**

Proposals Due

May 21, 2021

Issued by

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17140 S. Avalon Boulevard, Suite 210
Carson, California 90746**

On behalf of the Upper Santa Clara River (USCR)

**Issue Date
April 23, 2021**

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| • Notice of Recommended Award | July 12, 2021 |

2.4 RESPONDENT QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation or its attachments, the Respondent should notify West Basin with their concerns no later May 6, 2021, as noted above. West Basin’s responses will be delivered in the form of an addendum to this solicitation. The questions and responses will be emailed to the list of on-call consultants. Only the prospective Respondents that participated in the mandatory Pre-Proposal Conference Call will receive the addenda prepared to supplement this solicitation.

So that all Respondents will continue to have a fair and equal opportunity in this solicitation, an exception(s) will only be considered to correct errors or if all proposals submitted take exactly the same exception(s). West Basin’s consideration of any exception shall not, in any way, be construed as West Basin’s intent to grant said exception. Exceptions will be evaluated on a case by case basis and will be granted only to correct errors in the documentation or when it is deemed to be in the best interest of West Basin.

2.5 REQUEST FOR PROPOSALS ADMINISTRATION

Questions regarding any aspect of this solicitation should be directed to West Basin’s Project Manager. The Project Manager for this engagement is:

Project Manager:	Tammy Hierlihy
Phone:	(310) 660-6274
Email:	tammyh@westbasin.org

West Basin will act as the Contract Administrator for all work entailed with this solicitation. The Los Angeles County Flood Control District (LACFCD) will act as

Program Manager for all work entailed with this solicitation. The contract(s) will be between West Basin and the selected Consultant(s) and the funding will be provided by West Basin. The management of the Consultant on a day-to-day basis will be performed by the LACFCD.

2.6 SOLICITATION INSTRUCTIONS

2.6.1 Packaging

Proposals shall be enclosed in a sealed package(s). Respondent's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with the Solicitation No. (located on the cover of the RFP) legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, 2 of 3, etc.).

2.6.2 Submittal

- Respondent shall submit **one (1) hard copy original**, in a bound report format clearly marked **original** on the outside cover containing an original "ink" signature. Respondent shall also submit **seven (7) hard copies** in separate bound reports, and **one (1) separate CD ROM/memory stick** containing the proposal in a PDF or WORD format to the following address:

West Basin Municipal Water District
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746-1296

Attn: Tammy Hierlihy, Water Policy & Resources Analyst II

- Proposals are due no later than May 21, 2021 5:00 p.m.
- West Basin will not be responsible for submittals that are delinquent, lost, mis-marked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by West Basin.

2.6.3 Response Requirements

- The information requested below will be used to evaluate the Respondent's Proposal. Respondents may be deemed non-responsive if they do not respond to all Sections, 2.6.4 through 2.6.9 (below).
- Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and

clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

- Respondent’s proposal shall be clear, concise, accurate, and comprehensive. **Excessive or irrelevant materials will not be favorably received.**
- The **hardcopy proposal** shall not exceed 15 pages in its entirety, two-sided only where possible, 10-12 point font, organized in separate sections tabbed with corresponding letters and related headings in the order presented below:
 - Executive Summary Letter
 - Validity of Proposal
 - Statement of Qualifications
 - Approach to Scope of Services
 - References
 - Pricing Information

2.6.4 Executive Summary Letter

This letter shall be a brief formal letter from Respondent that provides information regarding the scope of services and the Respondent’s ability to perform the requirements of this solicitation. This letter shall identify all materials and enclosures being forwarded in response to this solicitation.

The letter must be signed by an individual authorized to bind the proposing entity or by the two corporate officers authorized to bind the proposing entity as set forth in the California Corporations Code. A proposal submission with an unsigned Executive Summary Letter may result in the proposal being considered non-responsive.

2.6.5 Validity of Proposal

Responses to this RFP shall be valid for a minimum of six (6) months. Submissions not valid for at least six (6) months will be considered non-responsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid.

2.6.6 Statement of Qualifications

A description of the Consultant Firm’s and any sub-consultant’s experience on similar type projects for the proposed scope of work. Provide enough detail to allow the reviewers to understand the qualifications required for the requested scope of services.

2.6.7 Experience of the Consultant team/firm/subconsultants

A description of the Consultant Firm's and all sub-consultant's experience on similar type projects.

2.6.8 Schedule for Project Completion

The Proposal shall include a proposed timeline for completing the various subtasks within the DACIP Implementation Schedule (Attachment B)

2.6.9 Approach to Scope of Services

A description of the approach to perform the requested scope of services.

2.6.10 Pricing Information

Hourly rate schedules shall be included for all individuals and services, including sub-consultants anticipated to be used in this solicitation. The cost basis for any reimbursables is to be included. The fee schedules provided in the Proposal will remain in effect for the duration of the Agreement.

3. SELECTION PROCESS

A selection panel comprised of representatives from the USCR Region and/or other designees will review the proposals and consider the following factors to select the most qualified Respondent:

- Completeness and Quality of Proposal (as defined in Section 2.6 – Solicitation Instructions)
- Statement of Qualifications for subconsultants
- Experience of the Consultant team/firm/subconsultants
- Schedule for Project Completion
- Approach to Scope of Services
- Pricing Information

Based on review of the proposals, Respondents may be asked to give a presentation on their proposal as soon as five (5) business days following the request by West Basin. The interview / presentation will include an opportunity for the Consultant to provide a 30-minute presentation on how their team is best fitted to provide services as described within this solicitation. The presentation will be followed by a question/answer period with the Project team's key personnel. Approximately one hour will be allowed for each interview.

The selection panel may ask questions about the Respondent's written proposal and other issues regarding their proposed Scope of Services. Presentations will be evaluated and a successful Respondent will be selected.

By submitting responses to this solicitation, Respondents understand and agree that West Basin may award contracts to firms whose approach exceed or varies from the requirements listed. West Basin and the review panel will be the sole judges of which proposals best satisfies the needs of the Funding Area.

Negotiations regarding agreement terms, conditions, scope of services, and pricing may or may not be conducted with the selected Respondent. Therefore, proposals submitted should contain the Respondent’s most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent. If West Basin engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated. West Basin may elect to contact another firm submitting a Proposal. This sequence may continue until an agreement is reached.

This contract will be issued on a deliverable basis.

4. INSURANCE REQUIREMENTS

The selected Respondent and all subconsultants shall procure and maintain, for the duration of the agreement insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. The successful Respondent shall provide the following coverage:

Commercial General Liability	\$1,000,000
Business Automobile Liability	\$1,000,000
Workers’ Compensation	\$1,000,000

Prior to the start of work, the successful Respondent shall provide evidence of insurance from an insurer(s) certifying to the coverage, including an endorsement naming West Basin and the LACFCD as an additional insured covering both the Respondent’s ongoing operations and completed operations. For a complete description of the insurance requirements, please see the Executed Agreement.

5. EXHIBITS:

Exhibit A –USCR Region Description of Work and Services, Cost Information, and Schedule.

Exhibit B – Department of Water Resources Tribal Engagement Policy

Exhibit C – DACIP Implementation Schedule

EXHIBIT A

Task 4 – Project Development

The fourth task in the DACIP is Project Development. Consultants, in collaboration with the Funding Area Program Managers, will work with the State Water Board Technical Assistance Program, the Council for Watershed Health, CSU Disadvantaged Community Center, California Rural Water Association and other statewide Technical Assistance providers, where appropriate. The request for Proposal is for Task 4 Project Development, sub-tasks 4.1 Technical Assistance, 4.2, Project Development, and 4.3 Project Management, Reporting, and Final Report. A brief description for each sub-task is included herein. Please use the following pages to provide recommendations/measurable deliverables, cost not-to-exceed, and schedule for sub-tasks 4.1, 4.2, and 4.3.

Please note that total cost for Task 4 shall not exceed \$1,000,000.00 for the USCR sub-region. This not to exceed amount is provided as a guideline only, and is not a guaranteed award amount. Following proposal submittals, the three sub-region Program Managers (PMs) will determine appropriate budget allocations, based on proposed project needs. Also, the State will withhold 5% retention of funds requested for reimbursement for this project. Submittal of a Final Report and subsequent approval by the State is a requirement for the release of any funds retained for this project.

Sub-task 4.1 - Technical Assistance

Develop and provide technical assistance training and support programs for entities that serve DACs and Tribal communities, including Tribal leaders, councils, and/or other representatives, community-based organizations, mutual water companies, water quality managers, parks and open space managers and other water and land resource managers. Technical assistance should include how to identify, conceptualize, develop, design, and cost a project. Provide support as directed by the Los Angeles-Ventura Funding Area Program Managers (PMs) to facilitate stakeholders' technical assistance workshops, meetings, permitting and grant writing, referrals to State Technical Assistance Programs, assessing water projects for multi-benefit potential, facilitating multi-agency collaboration funding opportunities, updating existing IRWM Plan projects, and adding new projects. Technical Assistance should include the following:

Community Based Curriculum

Develop a curriculum that can be used by and/or incorporated into existing educational institution, NGO, or CBO programs. Develop resource materials such as handbooks that will guide NGOs, CBOs, and community leaders on how to participate in IRWM processes, including project selection processes.

Tribal Communities Consultations and Materials Development

Develop module or training sessions with the assistance of Tribal leaders, councils and/or representatives, that will incorporate consultations on Tribal communities' traditional ecological knowledge and practices of water related concerns into existing projects and programs. Include methods to develop criteria and communication plans for all applicable programs that will guide various agencies on how to facilitate Tribal participation, including participation within IRWM processes. Develop resource materials such as handbooks that may be utilized for cultural competency trainings, recognizing that Tribal Communities have distinct interests and knowledge of Tribal lands and resources. Please see "Exhibit C" for more information on Department of Water Resources' policy on Tribal Engagement.

Agency Based Curriculum

Develop modules or training seminars that will guide agencies on best practices for connecting, building, and maintaining lasting relationships with their DACs and Tribal communities. Consultant(s) are encouraged to utilize or expand on existing materials and trainings developed by State agencies that focus on connecting with their customers.

Equitable and Accessible IRWM Engagement Process

Develop region-specific recommendations, best practices, and/or trainings focusing on how to make participation and ongoing engagement within IRWM more accessible, equitable and inclusive. Consultant(s) are encouraged to reference statistical data or prior studies demonstrating how incorporating suggested changes to governance structure or IRWM protocols will help enhance and make project selection processes more inclusive and equitable.

Based on IRWM Region prioritization, results of the Needs Assessment conducted with DAC and Tribal community members, or prior engagement efforts, assist in capacity building for selected communities as directed by the Funding Area PMs. Capacity building includes increasing the knowledge and skills needed to develop projects, and by sharing

ways to engage in the IRWM process through connections and available resources. Understanding that communities will have varying needs and will have identified projects at different stages of development, consultant(s) are encouraged to build a pilot team with a wide range of expertise, to help develop those projects and guide them toward implementation. Assistance may be customized in each DAC, groups of DACs, and/or Tribal groups to provide a range of support options.

Please provide requested information for this sub-task below.

SUB-TASK 4.1 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Unit Cost & Time Spent)	Schedule
4.1 Technical Assistance <i>(Examples include, but are not limited to: Workshops/ training sessions/handbooks for project design and concepts, grant writing, permitting, etc.)</i>		

Subtask 4.2 - Project Development

Based on the results of Activities 2 and 3, which may add to or build on prior knowledge from previous DAC and Tribal community assessments, provide support for further DAC and Tribal community-specific site assessments, such as mapping, ground-truthing, and analysis of available data. The site assessments will be used to better understand local water management needs, as well as to assist in developing projects and programs that address those needs.

The consultant(s) will work with the DACs, Tribal communities, and stakeholders to solicit, identify, evaluate and develop projects and programs using, but not limited to, the methodology developed in Activity 3 (including project solicitation process, project prioritization criteria) and Activity 4.1-Technical Assistance to provide the greatest possible benefits to the largest number of DACs and Tribal communities within the Funding Area. The PMs will work to ensure equitable distribution of resources for development of projects across the three regions. Consultant(s) should assume attendance up to four IRWM meetings per sub-region, to advocate with and for communities' proposed projects. Consultant(s) are encouraged to utilize the pre-

approved As-Needed Consultants list when building sub-consultant teams for each Project Development task.

Please provide requested information for this sub-task below.

SUB-TASK 4.2 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Rate Schedule)	Schedule
4.2 Project Development <i>(Examples include, but are not limited to: Preparation of preliminary design concepts, site assessments, design plans, CEQA documentation)</i>		

Sub-task 4.3 Project Management, Reporting and Final Report

Provide project management and oversight for Task 4 activities. Consultant(s) will track, monitor, and report progress on implementing all activities as well as those performed by their subcontractors (including workshops, meetings, distribution of information, coordinated efforts), support and communicate with stakeholders on progress and resolution of issues, serve as a quality control point for data and preparation of program and financial reporting. The Task 4 report will be Region-specific for ease of extracting information and data as needed by each Region and to help determine which programs and projects should be considered for technical assistance, development, and further community engagement, in preparation for future State funding.

Consultant(s) will provide content and results from Technical Assistance and Project Development tasks to be used in the Funding Area Final DACIP Grant Report, assisting with the compilation of reports from all previous tasks and providing analysis and assessment of all required areas including Stakeholder Summary, Involvement Activity Summary, Findings, Future Steps and References.

Please provide requested information for this sub-task below.

SUB-TASK 4.3 Narrative Recommendations and Measurable Deliverables for this sub-task (include sub-consultants)	Cost Not to Exceed (Unit Cost & Time Spent)	Schedule
4.3 Project Management, Reporting and Final Report		

In order to assist you with your proposal, we have included additional information regarding our desired outcomes for sub-tasks 4.1, 4.2, and 4.3 along with expected deliverables.

Desired Outcomes:

- Technical Assistance training program for the network of organizations and community member who will be involved in project development.
- Confidence, and trust within communities, based in.
- Capacity within DAC and Tribal communities to develop project concepts and engage technical support for design and project development.
- Sustained participation by DACs and Tribal community members, NGOs, and CBOs within, but not limited to, IRWM planning and/or project development activities.
- Potential projects for the DACs and Tribal communities.

Deliverables:

- List of Projects and Projects Concepts developed for the Funding Area.
- List of DAC and Tribal community representatives who received technical assistance to increase capacity in project development.

- Printed documents and electronic materials developed for all Task 4 activities, which may include: databases, websites, handbooks, resource materials, reports, studies, environmental documents, permits, design, site assessment, grant application related documents for Prop 1 Round 2 Implementation Grant and other State sponsored grant solicitations, verification of the addition of projects to IRWM Plans.
- Development of a Region-specific Task 4 Project Development Report.

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791

**MAR 08 2016****Department of Water Resources
Tribal Engagement Policy**

The Department of Water Resources (DWR) is committed to fulfilling its consultation obligations to California Native American Tribes (California Tribes¹) and their sovereign authority over their members and territories. This Tribal Engagement Policy will strengthen DWR's commitment to improving communication, collaboration, and consultation with California Tribes consistent with the Tribal Consultation Policy directives in Executive Order B-10-11², the California Natural Resources Agency Tribal Consultation Policy³, and AB 52⁴.

DWR adopts the following policy principles to achieve early and meaningful tribal engagement and to strengthen and sustain collaboration with California Tribes:

- Establish meaningful dialogue between DWR and California Tribes early on in planning for CEQA projects to ensure that DWR's tribal outreach efforts are consistent with mandated tribal consultation policies, and to ensure that California Tribes know how information from consultation affected DWR's decision making process;
- Establish guidelines to share information between DWR and California Tribes, while protecting their confidential information to the fullest extent of the law;
- Consult with California Tribes to identify and protect tribal cultural resources where feasible, and to develop treatment and mitigation plans to mitigate for impacts to tribal cultural resources and cultural places;
- Develop criteria in communication plans and grant funding decisions for all applicable DWR programs that will facilitate tribal participation;
- Provide cultural competency training for DWR executives, managers, supervisors, and staff on tribal engagement and consultation practices;
- Recognize that California Tribes have distinct cultural, spiritual, environmental, economic, public health interests, and traditional ecological knowledge about California's natural resources;
- Enable California Tribes to manage and act as caretakers of tribal cultural resources.

To implement this policy, DWR's Executive Committee of the Environmental Coordination Committee will convene a work group of Division and management staff to develop the needed guidelines, procedures, and resources to implement this Tribal Engagement Policy. The work group will present its proposals to the Governance Board, essential to DWR's government-to-government tribal consultation, for approval.

A handwritten signature in blue ink, appearing to read "Carl A. Torgersen".

Carl A. Torgersen
Chief Deputy Director

¹ California Tribes and "Tribal Communities" and "Tribal", include all Federally Recognized Tribes and other California Native Americans as defined in Executive Order B-10-11.

² See attached Governor Executive Order B-10-11 established September 19, 2011.

³ See attached California Natural Resources Agency Tribal Consultation Policy established November 20, 2012.

⁴ AB 52 (Gatto) added Chapter 532 (Statutes of 2014) Native American/CEQA; found at Public Resources Code section 5097.94 and in sections of 21000, et seq.

