



AGENDA

**Regular Meeting of the Board of Directors
Thursday, April 13, 2017 at 11:30 a.m.
Progress Park Plaza, 15500 Downey Avenue, Paramount, CA**

- 1. Roll Call**
- 2. Determination of a Quorum**
- 3. Additions to Agenda (Govt. Code Sec. 54954.2(b))**
- 4. Oral Communications to the Board**

This is an opportunity for members of the public to address the Board on any item under the jurisdiction of the agency. Depending upon the subject matter, the Board may be unable to respond until the item can be posted on the agenda at a future meeting in accordance with provisions of the Brown Act.
- 5. Consent Calendar: (Acted as one item unless withdrawn by request)**
 - a. Minutes of the Board Meeting of March 9, 2017 (Enclosure)
 - b. Approve the Warrant Register for April 2017(Enclosure)
- 6. Discussion/Action Regarding Changing Board Meeting Time to Noon (Enclosure)**
 - a. Adopt Resolution No. 2017-5, Changing the Meeting Time of GWMA's Regular Board Meeting from 11:30 a.m. to 12 noon on the Second Thursday of Each Month
- 7. Discussion/Action Regarding Release of Request for Proposal to Conduct GWMA's FY 2016-17 Audit (Enclosure)**
 - a. Authorize staff to release the Request for Proposal for professional services to audit GWMA's annual financial statements for the fiscal year ending June 30, 2017 as presented.
- 8. Discussion/Action Regarding GWMA's Role in Watershed Group Implementation Grants and Contracts (Enclosure)**

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Hannah Shin-Heydorn (Signal Hill), Secretary/Treasurer
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9. Discussion/Action Regarding Standardized Request for Statement of Qualifications Template (Enclosure)

- a. Approve Standardized Template for Request for Statement of Qualifications for general use as presented

10. IRWMP Activities and Update

11. Gateway Region Watershed Management Groups

- a. Lower Los Angeles River Upper Reach 2 Watershed Group
- b. Lower Los Angeles River Watershed Group
- c. Los Cerritos Channel Watershed Group
- d. Lower San Gabriel River Watershed Group

12. Executive Officer's Report

13. Directors' Comments/Reports

14. Adjournment

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AGENDA ITEM NO. 5A

**MINUTES OF THE GATEWAY WATER MANAGEMENT AUTHORITY
LOS ANGELES GATEWAY REGION
INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY
BOARD
AT PARAMOUNT, CALIFORNIA
THURSDAY, MARCH 9, 2017**

A regular meeting of the Board of Directors of the Gateway Water Management Authority was held on Thursday, March 9, 2017 at 11:30 a.m. at the Progress Park Plaza, 15500 Downey Avenue, Paramount, CA 90723.

Chair Chris Cash called the meeting to order at 11:44 a.m. Roll was called by Ms. Penn and a quorum of the Board was declared.

BOARD MEMBERS PRESENT:

Okina Dor	Artesia
Audra McDonald (alternate)	Avalon
Nick Servin (alternate)	Bell Gardens
Len Gorecki	Bellflower
Tammy Hierlihy	Central Basin MWD
Mike O'Grady (alternate)	Cerritos
Gina Nila	Commerce
Mohammad Mostahkami	Downey
Christina Dixon (alternate)	Huntington Park
Mark Stowell	La Mirada
Jason Wen (alternate)	Lakewood
Anthony Arevalo	Long Beach
Christopher Garner	Long Beach Water Department
Adriana Figueroa	Norwalk
Chris Cash	Paramount
Gabriel Gomez (alternate)	Pico Rivera
Mark Grajeda	Pico Water District
Frank Beach (alternate)	Santa Fe Springs
Hannah Shin-Heydorn	Signal Hill
Gladis Deras (alternate)	South Gate
Claudia Arellano (alternate)	Vernon
Dave Schickling	Whittier
Esther Rojas	Water Replenishment District of Southern California

STAFF AND GUESTS ON SIGN-IN SHEET:

Grace Kast	Executive Officer
Toni Penn	Admin/Accounting Manager
Bill Minasian	Downey Resident
John Hunter	John Hunter & Associates
Charlie Honeycutt	City of Signal Hill
David Pelsner	HR Green

ITEM 3 - ADDITIONS TO THE AGENDA

Chair Cash requested the approval from the Board to add an Urgency Item to the Agenda after Item 7. The Urgency Item was regarding the Prop 84 2015 Grant. Director Figueroa moved to approve the addition and Director Nila seconded the motion. The motion was approved by the following voice vote:

AYES: DOR, MCDONALD, SERVIN, O'GRADY, NILA, DIXON, AREVALO, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS, GRAJEDA, WEN, STOWELL, GORECKI, BEACH

NOES: NONE

ABSTAIN: HIERLIHY

ITEM 4 – ORAL COMMUNICATIONS TO THE BOARD

None.

ITEM 5 – CONSENT CALENDAR

Director Nila motioned to approve the consent calendar as amended. Director Deras seconded the motion and was approved by the following voice vote:

AYES: DOR, MCDONALD, SERVIN, HIERLIHY, O'GRADY, NILA, DIXON, AREVALO, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS

NOES: NONE

ABSTAIN: GRAJEDA, WEN, STOWELL, GORECKI, BEACH

ITEM 6 – AUDIT FOR FY 2015/16

Ms. Kast reported that the opinions expressed by the auditors for FY 15/16 was that the financial statements were presented fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the GWMA as of June 30, 2016, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. She stated that the auditors did not note deficiencies in internal controls that could cause the financial statements to be materially misstated. She also stated that

the auditor's tests did not disclose any instances of non-compliance or other matters that were required to be reported under Government Auditing Standards. Ms. Kast recommended that the Board receive and file the Annual Financial Statements for FY 15-16 as presented.

Director Grajeda motioned to receive and file the Annual Audited Financial Statements for FY 15/16 as presented. Director Servin seconded the motion and was approved by the following voice vote:

AYES: DOR, MCDONALD, SERVIN, HIERLIHY, O'GRADY, NILA, DIXON, AREVALO, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS, GRAJEDA, WEN, STOWELL, GORECKI, BEACH

NOES: NONE

ABSTAIN: NONE

ITEM 7 – DISCUSSION/ACTION REGARDING USBR WATERSMART GRANT

Ms. Kast reported that on February 28th, GWMA received notification from the City of Vernon that they would be withdrawing from participation in this grant due to changes occurring within their city. She stated that the City of Vernon was committed to installing 512 meters by December 2017 under this grant. She indicated that staff immediately notified the USBR and had received confirmation that the meters could be redistributed among the remaining participants in the grant.

Ms. Kast reported that staff had contacted the remaining participants to determine if there was an interest in these meters. She stated that the cities of Lakewood, Norwalk and South Gate had expressed interest and indicated that Lakewood would receive 75 meters, Norwalk would receive 219 meters and South Gate would receive 218 meters. In closing, Ms. Kast stated that since all participants had already executed a Sub-Recipient Agreement with GWMA, these Agreements would need to be amended to reflect the removal of the City of Vernon.

After general discussions, Director Nila moved to authorize the Executive Officer to work with legal counsel to develop a First Amendment to the Sub-Recipient Agreement template and to authorize the Executive Officer to sign and execute individual First Amendment to the Sub-Recipient Agreement with each Sub-Recipient. The motion was seconded by Director Garner and approved by the following voice vote:

AYES: DOR, MCDONALD, SERVIN, HIERLIHY, O'GRADY, NILA, DIXON, AREVALO, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS, GRAJEDA, WEN, STOWELL, GORECKI, BEACH

NOES: NONE

ABSTAIN: NONE

ITEM 8 – DISCUSSION/ACTION REGARDING PROP 84 2015 GRANT

Ms. Kast reported that on March 7th, GWMA received notification from the City of Vernon that they would be withdrawing from participating in this grant due to changes occurring within their city. She stated that the City of Vernon was committed to installing 319 meters. She indicated that staff had received confirmation that the meters could be redistributed among the remaining participants in the grant.

Ms. Kast stated that since all participants had already executed a Sub-Recipient Agreement with GWMA, these Agreements would need to be amended to reflect the removal of the City of Vernon.

After general discussions, Director Figueroa moved to authorize the Executive Officer to work with legal counsel to develop a First Amendment to the Sub-Recipient Agreement template and to authorize the Executive Officer to sign and execute individual First Amendment to the Sub-Recipient Agreement with each Sub-Recipient. The motion was seconded by Director Nila and approved by the following voice vote:

AYES: DOR, MCDONALD, SERVIN, O’GRADY, NILA, DIXON, AREVALO, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS, GRAJEDA, WEN, STOWELL, GORECKI, BEACH

NOES: NONE

ABSTAIN: HIERLIHY

Ms. Kast reported that GWMA had retained Civiltec Engineers, Inc. to handle the project management for this grant. She stated that GWMA was to collect the fee for project management services from Sub-Recipients prior to giving Civiltech Engineers, Inc. notice to proceed. She stated that due to this recent change, staff was unable to invoice Sub-Recipients until all the Amendments were received. Ms. Kast recommended that the Board issue a Notice to Proceed to Civiltec Engineers, Inc. in an amount not to exceed the contract amount as Quarterly reports would need to be completed and submitted by Civiltec Engineers, Inc.

Director Grajeda moved to issue a Notice to Proceed to Civiltec Engineers, Inc. in the amount not to exceed the contract amount. The motion was seconded by Director O’Grady and approved by the following voice votes:

AYES: DOR, MCDONALD, SERVIN, O'GRADY, NILA, DIXON, GARNER, FIGUEROA, CASH, GOMEZ, SHIN-HEYDORN, DERAS, ARELLANO, SCHICKLING, ROJAS, GRAJEDA, WEN, STOWELL, GORECKI, BEACH

NOES: NONE

ABSTAIN: AREVALO, HIERLIHY

ITEM 9 – IRWMP ACTIVITIES AND UPDATE

Ms. Kast provided an update on the IRWMP activities. She indicated that the DWR proposal for DACIP would be submitted by the end of March.

Director Mostahkami entered at 12:01 p.m.

ITEM 10 – GATEWAY REGION WATERSHED MANAGEMENT GROUPS

Mr. John Hunter, John Hunter & Associates, gave a detailed presentation on the proposed changes to the 303d list.

Lower Los Angeles River Upper Reach 2 Watershed Group

Ms. Nila provided a brief update on the Lower Los Angeles River Upper Reach 2 Watershed Group. She indicated that the SWRCB had applauded the group for their efforts.

Lower Los Angeles River Watershed Group

None.

Los Cerritos Channel Watershed Group

Director Arevalo reported that the projects were delayed due to the weather, but indicated that the project was now proceeding on schedule. He indicated that the group would be meeting next week.

Lower San Gabriel River Watershed Group

Director Figueroa reported that the group would be meeting next week and that the group was currently working on the budget for next fiscal year.

ITEM 11 – EXECUTIVE OFFICER’S REPORT

None.

ITEM 12 – DIRECTORS’ COMMENTS/REPORT

None.

The meeting was adjourned at 12:39 PM.

Hannah Shin-Heydorn, Secretary/Treasurer

Date

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April 13, 2017

SECTION NO. 5(b) Warrant Register Dated April 2017

SUMMARY:

The Warrant Register is a listing of general checks issued since the last warrant register. Warrants will be signed by 2 of the 3 Board Officers and released by Toni Penn, serving as the Administrative/Accounting Manager of the Gateway Water Management Authority, upon Board Approval.

DISCUSSION:

The Warrant Register for expenditures dated April 2017 in the amount of \$652,766.60 is submitted for approval. Invoices and supporting documentation are available for review at the office of the GWMA.

FISCAL IMPACT:

The Warrant Registers totals \$652,766.60. Funds to cover payment are available in the Gateway Authority budget.

RECOMMENDATION:

Approve the Warrant Register for April as presented.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Hannah Shin-Heydorn (Signal Hill), Secretary/Treasurer
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AGENDA ITEM NO. 5b

WARRANT REGISTER

Disbursement Journal

April-17

Invoice Date	Vendor	Invoice Number	Description	Amount
3/30/2017	Anchor QEA	50859	Harbor Toxics TMDL Monitoring for January	\$ 45,951.55
3/16/2017	City of Bellflower	USBR-01	USBR WaterSMART Grant Reimbursement #1	\$ 38,545.58
4/1/2017	City of Paramount	3587	Rent - April 2017	\$ 330.27
4/1/2017	City of Paramount	3596	Meeting Expenses - March 2017	\$ 27.68
3/9/2017	City of Whittier	2017-03	USBR WaterSMART Grant Reimbursement #1	\$ 16,527.70
2/9/2017	California Watershed Engineering	17395	Upper Reach 2 WMP and CIMP Development	\$ 158,825.76
3/15/2017	California Watershed Engineering	17416	Upper Reach 2 WMP and CIMP Development	\$ 19,925.36
3/7/2017	Fairview Productions	271	Website Update	\$ 200.00
04/01/17	GK Consultants	17-4-GWMA	Professional and Accounting Services	\$ 20,625.00
04/01/17	GK Consultants	17-4-DACIP-GWMA	GLAC DAC Chair Activities	\$ 1,040.00
03/23/17	Joe A Gonsalves & Son	155549	Legislative Advocacy Services for April	\$ 2,083.00
03/10/17	John L Hunter & Associates	GAHT0217	Upstream Harbor Toxics for February	\$ 8,851.25
03/10/17	John L Hunter & Associates	GANPLA0217	LLAR WMP Development for February	\$ 66,990.68
03/10/17	John L Hunter & Associates	GANPSG0217	LSGR WMP Development for February	\$ 141,922.91
02/28/17	Moss, Levy & Hartzheim LLP	7302	Completion of FY 2015/16 audit	\$ 9,450.00
02/14/17	Richard Watson & Associates, Inc.	17-192-003-001	LCC Watershed Monitoring Program	\$ 114,970.11
03/28/17	Richards Watson Gershon	211156	Legal Services - General	\$ 3,395.35
03/28/17	Richards Watson Gershon	211157	Legal Services - Project Specific	\$ 900.00
03/09/17	Rodger's Catering	26277	Meeting Expense	\$ 429.40
04/04/17	Vicenti, Lloyd & Stutzman, CPAs	15768	Accounting/Auditing Services for March	\$ 1,775.00
				\$ 652,766.60

Reviewed and Approved by:



Hannah Shin-Heydorn, GWMA Secretary/Treasurer

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SECTION NO. 6 Discussion/Action Regarding Changing Board Meeting Time to Noon

SUMMARY:

Currently, GWMA's regularly scheduled board meetings are held the second Thursday of each month at 11:30 a.m. The meeting time was originally changed from noon to 11:30 a.m. in April 2015 because the time conflicted with other scheduled monthly meetings which many Directors attended. Such meeting conflicts no longer exist. Therefore, it is staff's recommendation to change its regular meeting time from 11:30 a.m. to 12 noon. The meeting day will remain the second Thursday of each month. As a public agency, this change can only be done by a resolution adopted by the Board.

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt Resolution No. 2017-5 changing the meeting time of GWMA's Regular Board Meeting from 11:30 a.m. to 12 noon on the second Thursday of each month.

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AGENDA ITEM NO. 6

**RESOLUTION NO. 17-5
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GATEWAY WATER MANAGEMENT AUTHORITY
JOINT POWERS AUTHORITY**

THE BOARD OF DIRECTORS OF THE GATEWAY WATER MANAGEMENT AUTHORITY JOINT POWERS AUTHORITY DOES RESOLVE AS FOLLOWS:

WHEREAS, the Gateway Water Management Authority (“GWMA”) holds its regularly scheduled Board meetings on the second Thursday of every month at 11:30 a.m.

WHEREAS, the GWMA Board and staff desire to move the time of the regularly scheduled meeting to 12:00 p.m. on the second Thursday of every month.

NOW, THEREFORE, the Board of Directors of the GWMA JPA does hereby resolve as follows:

- 1. The regularly scheduled Board meeting of the GWMA JPA shall now be held on the second Thursday of the month at 12:00 p.m.**

ALL THE FOREGOING, being on motion of _____, Director and seconded by _____, Director was authorized by the following voice votes:

AYES:

NOES:

ABSTAIN:

PASSED, APPROVED, AND ADOPTED by the Board of Directors of GWMA this _____ day of _____, 2017.

Christopher S. Cash, Chair

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SECTION NO. 7 Discussion/Action Regarding Release of Request for Proposal to Conduct GWMA's FY 2016/17 Audit

SUMMARY:

Traditionally, GWMA utilized the same auditor as its lead agency, Signal Hill. During the FY 12/13 and 13/14, Signal Hill retained Moss, Levy & Hartzheim LLP to conduct GWMA's audits.. GWMA continued with Moss, Levy & Hartzheim LLP to conduct GWMA's audits for FY 2014/15 and FY2015/16 while accounting functions were being moved from Signal Hill to in-house.

Now that all of GWMA's accounting functions are in-house, it is the recommendation of GWMA's Outside Accounting Consultant and GWMA staff that the Board authorize the release of a Request for Proposal (RFP) to solicit professional audit services for the fiscal year ending June 30, 2017 as presented.

Staff followed the GWMA RFP Policy and Template previously approved by the Board in January 2017.

RECOMMENDATION:

- a. Authorize staff to release the Request for Proposal to solicit for professional services to audit GWMA's annual financial statements for the fiscal year ending June 30, 2017 as presented.

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REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

BACKGROUND

The Gateway Water Management Authority (GWMA) is a Joint Powers Authority (JPA) of 25 cities and four public water agencies. GWMA is responsible for the regional watershed planning needs of 2 million people in the Gateway Cities Region of Los Angeles County. GWMA is an interdependent local government administered by one appointed representative from each member city/agency. GWMA also relies on a 3-member Executive Committee (Chair, Vice-Chair and Secretary/Treasurer) to assist and provide guidance to the GWMA staff for the coordination of its activities.

Members of the Gateway Water Management Authority are: the cities of Artesia, Avalon, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Cudahy, Downey, Hawaiian Gardens, Huntington Park, La Mirada, Lakewood, Long Beach, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, Pico Water District, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier, Central Basin Municipal Water District, Water Replenishment District of Southern California and the Long Beach Water Department.

ISSUE DATE: April 21, 2017
DUE DATE: May 31, 2017

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1) PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit for professional services to audit its annual financial statements for the fiscal year ending June 30, 2017. For purposes of this RFP, Consultant shall mean a firm or an individual.

2) PROJECT SCOPE OF WORK

The scope of work includes the following tasks:

- a) Audit GWMA's basic financial statements in accordance with Generally Accepted Auditing Standards (GAAS) in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the State Controller's Minimum Audit Requirements for California Special Districts and any other applicable standards;
- b) Express an opinion on the financial statements as to whether they present fairly, in all material respects, the financial position of the GWMA and the changes in financial position and cash flow in conformity with Generally Accepted Accounting Principles (GAAP), and issue an independent auditors' report stating this opinion;
- c) Test internal controls over financial reporting and in compliance with certain provisions of law, regulations, contracts and grant agreements and other matters, in accordance with Government Auditing Standards and those issued by the Comptroller General of the United States, and issue an independent auditors' report on their consideration;
- d) Prepare a Report to the Board of Directors which identifies significant audit findings, difficulties encountered in performing the audit, identify any corrected and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and your recommendations for improvement in accounting and administrative controls;
- e) Prepare the Annual Audited Financial Statements, including all required notes, Management's Discussion and Analysis and the Supplementary information contained in the Audited Financial Statements. A draft of these reports will be provided to GWMA's Executive Officer prior to issuing the final reports for review;
- f) Present and discuss the results of the audit and the annual financial statements to the full Board of Directors during its regularly scheduled December meeting;
- g) Communicate immediately and in writing all irregularities and illegal acts, or indications of illegal acts, of which the auditor becomes aware, to the appropriate level of management and/or Board of Directors;
- h) The annual audit shall include minimum requirements of those prescribed by *Government Auditing Standards* issued by the Comptroller General of the United States and the Single Audit Act Amendments of 1996 including provisions of the Uniform Guidance.

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i) As a component of the annual audit, the auditor will prepare and submit Form SF-SAC, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations to the Federal Audit Clearinghouse by the appropriate deadline.

j) Retain, at auditor's expense, audit working papers for seven years, unless the firm is notified in writing by GWMA of the need to extend the retention period. In addition, the firm shall respond to reasonable inquiries of the GWMA and successor auditors and allow GWMA and successor auditor to review working papers relating to matters of continuing accounting significance;

3) PROPOSAL REQUIREMENTS

a) Proposal Submittal

The Consultant shall submit 1 electronic and/or 7 hard copies of the proposal by May 31, 2017 to:

GWMA
Attn: Toni Penn
16401 Paramount Blvd.
Paramount, CA 90723

Questions regarding this Request for Proposals must be submitted by May 15, 2017 and be directed to: Toni Penn.

All questions and answers will be posted on GWMA's website by 5:00 p.m. on May 19, 2017.

b) Proposal Format

Proposals must include the information requested and comply with the requirements outlined in this Request for Proposals. Proposals should address the Project Scope of Work and be formatted to include the following sections:

- **Scope:** Provide a detailed description and understanding of the project, as well as the scope of services being provided
- **Key Project Personnel:** Provide qualifications and responsibilities of each member assigned to this project and the amount of each individual's time to be allocated. Identification of the primary representative and an alternate to perform the services described in the Scope of Work. Identification of the project team, including organizational chart and resumes of each team member. Specific responsibilities of each team member, including sub consultants.

c) Project Management System (Please respond to items check marked below)

- Components of the project management system that demonstrates the capability in management of projects of this scope.

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- ___ Procedure for monitoring progress and providing cost control.
- ___ Steps to maintain the project on schedule and budget.

d) Proposals must include at a minimum, the following information, which shall be provided in the format listed below:

- Legal name of Consultant, address, telephone number, and fax number.
- Consultant's Tax Identification Number
- Identification of the Project Partner and Manager assigned to this project.
- Name, address, telephone number, and e-mail address of the person to whom correspondence should be directed.
- List of sub-consultants, if any, who will be a part of the project team, including their specific areas of responsibility.
- References that the Gateway Water Management Authority may contact concerning your performance on similar projects. Description of the project team's past record of performance on similar projects for which the Consultant has provided services.
- General information concerning the Consultant's ability to perform work of this nature.
- Consultant's current rate schedule with effective dates.

e) Proposal Fee

The Proposal shall include a full description and breakdown for each task of all fees proposed by the Consultant for all services to be provided as outlined in the Scope of Work.

f) Project Schedule

The Proposal shall include a Project Schedule.

4) GENERAL REQUIREMENTS

a) Consultant Minimum Qualifications

- The Consultant and any sub-consultants must be legally qualified to practice the work required in the State of California. The selected Consultant will be required to sign GWMA's standard Professional Services Agreement attached herein as Exhibit A and to provide all insurance required in that Agreement.

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- Documentation of previous experience of the Project Partner, Manager and team on similar projects will be a heavily weighted factor in the selection process.
- The consultant's staff commitment to the project will also be a heavily weighted factor in the selection process. Only staff who will, in fact, commit a substantial percentage of their time on this project should be set forth in any organization charts or resumes. A Project Partner and Manager is to be designated by name and may not be changed without the prior written approval by GWMA. Significant changes from proposed staff may result in a reduction of the Consultant's fee or termination of the contract. Also, GWMA reserves the right to have the Consultant remove and replace the Project Partner and/or Manager or any project staff member from the project for cause.

b) Quality of Work

The Consultant agrees to deliver quality services that meet or exceed industry standards or best practices including those which have been expressly stated herein as requirements. The Consultant will be wholly responsible for correcting any deficiencies, at no additional cost to the GWMA. The Consultant's proposal shall include a detailed description of quality assurance procedures used on the project.

c) Exceptions/Modifications

No oral or telephone modifications of any Proposal, once submitted, will be considered. Modified Proposals may be submitted as long as the new Proposal is completed prior to the original deadline for submission of the Proposal.

- The Proposal submitted must not contain any erasures and/or corrections.
- Any potential Consultant may withdraw its Proposal personally, or by written request either by mail or facsimile, at any time prior to the scheduled closing time for the receipt of the Proposal. If no written request is received prior to the closing time for the qualifications, the Proposal shall be considered valid and binding.
- The successful Consultant shall be bound by the terms and conditions of the Professional Services Agreement (PSA), attached to this RFP as Exhibit B including, but not limited to, the indemnification and insurance provisions.

d) Non-disclosure of Information

The Consultant awarded the contract, shall take reasonable and prudent measures to safeguard all information used in the development, draft and final work products related to the Project, including the information in this RFP. The Consultant shall not disclose this information to any party, or use the project data or information on any other project, without the express consent of the GWMA or as required by Federal law. The Consultant shall include the same requirements in all sub-contractor agreements, if any.

e) Payment

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The Consultant will be paid on the basis of time and material on a task by task basis, not to exceed the contract amount.

f) Schedule

The Consultant is expected to complete all tasks within the Scope of Services, no later than October 31, 2017, or as agreed to in the final PSA.

g) Contents and Order of the Proposal

Each interested Consultant shall submit a Proposal with the following information and in the order provided below:

- Name of Consultant;
- Address of principal place of business including e-mail, telephone, website and fax numbers;
- Name and resume of the main individual assigned to work with the GWMA staff;
- Description of Consultant or individual's education, experience, qualifications, number of years with the Consultant, if applicable, and a description of experience with activities similar to those described above;
- Experience related to providing service to public entities and water agencies;
- At least three (3) references, two (2) of which must have knowledge of the main individual's service to a public entity;
- Cost details, including the hourly rates of each of the individuals who will perform services, all expenses, and a "not to exceed" annual amount; and
- Any other information that the Consultant deems relevant.

h) Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described above shall include but not limited to the following:

- Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation;
- Relevant experience (public agency and water) and strength of references;
- Ability to perform tasks in a timely fashion, including staffing and familiarity with the subject matter; and
- Cost competitiveness

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5) RIGHT TO REJECT ALL PROPOSALS

GWMA reserves the right to reject any and all Proposals, to accept or reject any one or more items of a Proposal, or to waive any irregularities or informalities in the Proposals or the selection process if it is deemed in the best interests of GWMA.

6) EQUAL EMPLOYMENT OPPORTUNITY

GWMA is an equal opportunity employer and requires all consultants to comply with all State and Federal regulations concerning equal employment opportunity.

7) CONFLICT OF INTEREST

The Consultant and its employees shall comply with all applicable state and federal conflict of interest statutes and regulations, including, but not limited to, California Government Code Section 1090 and the Political Reform Act.

8) DISCLOSURE

Consultants shall disclose in their proposal whether they have been subject of any investigation by County, State, and/or Federal agencies within the past 5 years. If so, each responding Consultant shall identify the agency and contact person, the nature of the investigation, and any determination over outcome of said investigation. The Consultant shall also respond to the following questions:

- Has the Consultant been subject to any favorable or unfavorable newspaper article or articles, and if so, please include a copy of the article or articles in the Proposal.
- Is there anything about the Consultant which if disclosed would reflect negatively on the GWMA in any way?

Failure to comply with this section could result in rejection of the Proposal.

9) ANTI-DISCRIMINATION

GWMA requires that its Consultants shall not discriminate against any prospective or active employee engaging in work under its contracts because of race, color-ancestry, national origin, religious creed, sex, age or marital status. The selected Consultant shall comply with applicable Federal and California laws in this regard including, but not limited to, the California Fair Employment and Housing Act. In addition, the selected Consultant shall require similar compliance by any sub-contractor the Consultant retains to provide services under this contract.

10) PREVAILING WAGE COMPLIANCE

The work included in this Project may call for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works,” the Consultant shall comply in all respects with all applicable provisions of the California Labor Code.

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SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be postmarked, hand-delivered and/or emailed to: Toni Penn,
Gateway Water Management Authority, 16401 Paramount Blvd., Paramount, CA 90723, no
later than May 31, 2017.

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April 13, 2017

SECTION NO. 8 **Discussion/Action Regarding GWMA's Role in Watershed Group Implementation Grants and Contracts**

SUMMARY:

At the February GWMA Board Meeting, staff and legal counsel were directed to investigate and research the roles and issues related to GWMA, watershed group members, or other viable agencies to serve as a contracting agency for watershed group projects. The direction also included the coordination of duties related to GWMA's role in watershed group. Time was of the essence for decisions on roles and responsibilities based upon a recent grant award for an \$11M project by the Lower LA River Upper Reach 2 Group.

Since that time, there have been several meetings and conference calls with involved stakeholders. These include conference calls with the Watershed Group Chairs, their City Attorney's, the LA County Sanitation District and their Attorney, and GWMA's Legal Counsel and staff. Topics discussed throughout this process have revolved around CEQA Lead Agency, contracting, project management, grant administration, financial/fiduciary roles and processes, etc. As part of the process, legal counsel has reviewed GWMA's Grant Policy and Procedures (attached) as well as GWMA's Goods and Services Policy (attached) to ensure adopted policy guidelines are followed. GWMA's legal counsel is now spearheading the development of a legal mechanism for the project implementation and grant administration with all of the involved parties including the possible role of the LA Sanitation District as the design and construction contractor for the project.

Also, on March 14, 2017, representatives from the State Water Resources Control Board, Lower LA River Upper Reach 2 Watershed Group, LA Sanitation District, LA Regional Board and GWMA, met in Bell Gardens to discuss the project and the grant followed by a site visit at the John Anson Ford Park.

BACKGROUND:

GWMA entered into MOUs with the following four (4) watershed groups in the Gateway Region to assist them with their stormwater permit compliance efforts relating to their Watershed Management Programs ("WMPs"): 1) Lower LA River Upper Reach; 2) Lower San Gabriel River; 3) Los Cerritos Channel; and 4) Lower Los Angeles River. The MOUs outline procedures and conditions to assist the groups with the administrative and accounting services needed to support their efforts.

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After the approval of the Watershed Management Plans (which identifies potential projects) for all four groups by the LA Regional Water Quality Control Board, additional activities were started, including the development of projects. At the request of the Lower Los Angeles River Upper Reach 2 group, GWMA submitted an application under the State Water Resources Control Board's Proposition 1 Stormwater Implementation Grant Program for an implementation project identified in their Water Management Plan (WMP). The project was selected and awarded \$10M with a \$1M local funding match requirement (Disadvantaged Community project).

Because of the grant award, questions about GWMA's role in contracting and grant compliance were raised by staff, legal counsel, the watershed group Chairs and the Executive Committee which were discussed at the February Board Meeting. For example:

1. Bidding and Contracting of Implementation Projects that constitute public works projects that require formal competitive bidding – GWMA or Lead Agency within watershed group?
2. Mechanism for collection of funds for grant local cost match and project costs – GWMA?
3. Payment to contractors - Lead Agency or GWMA?
4. Collect 100% of project costs from watershed group before project starts or set up a contractual agreement with each watershed group member?
5. GWMA must provide evidence that project can be funded to ensure completion and that it can demonstrate technical ability to perform the project (ex: Agreement with Lead Agency or hire Project Manager).
6. GWMA to serve as grant coordinator and/or hire project construction manager?
7. Legal Risks to GWMA and its member entities.

Based upon the discussion, the Board directed staff and legal counsel to contact the LA Sanitation District and work with involved stakeholders to identify options, roles and responsibilities. It was the general consensus of the Board that GWMA should exhaust all viable options before GWMA accepts a contracting role on this or any future project.

DISCUSSION:

One of GWMA's main goals is to provide a regional approach to the Gateway area's watershed planning and activities. This includes support services for fiduciary, administrative, grant support, project development, and cost-sharing.

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Typically, GWMA limits its role to administrative and accounting services, but has made exceptions. For example, GWMA has entered into professional contracts on behalf of projects and groups. On two occasions, GWMA has conducted Notice Inviting Bids for implementation projects on behalf of a group of entities where a single contract was issued by GWMA. The first case was the catch basin project which was reimbursed 100% by the State using Federal Funding (no local match required). The second case which was for the LID Stormwater Project was also reimbursed by the State but did require a local cost match. In this second case, all of the estimated project costs (match and grant) were collected by GWMA before contracts were awarded. In both cases, a construction project manager was hired by GWMA.

As stated previously, GWMA's typical role has been to enter into a sub-recipient agreement under which the sub-recipient entered into the design and construction contracts and GWMA served as a conduit to provide the grant funds to the sub-recipient.

FISCAL IMPACT:

Administrative costs will be needed to cover GWMA's grant support and other support necessary as part of the legal agreement structure being developed by GWMA and involved stakeholders.

RECOMMENDATION:

None at this time.

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GATEWAY WATER MANAGEMENT AUTHORITY POLICY and PROCEDURES

GRANTS

As a service to its members, GWMA seeks grants for regional projects to enhance opportunities at a lower cost. GWMA has developed this guidance document to assist the board and staff in identifying and applying for watershed-related grants. By using the outlined provisions, GWMA can evaluate the cost-benefit and competitiveness for each grant opportunity and make recommendations thereof for securing and managing the grants.

A. CONCEPTS AND FRAMEWORK

1. GWMA to fund application development and submission costs:
 - a) No minimum or maximum application cost, but must meet the following:
 - i. Single project with multiple benefits and indirect or direct benefit to the region; or
 - ii. Single project with specific, multiple beneficiaries; or
 - iii. On a case by case basis, GWMA Board may consider funding other grant applications if project is a priority and has special circumstances.
2. Criteria for Grant Applications
 - a) Implementation Grants - \$1M minimum total project cost per regional application (i.e. 5 sub-projects at \$200k each);
 - b) Planning Grants – No minimum project cost per regional application;
 - c) If project is mandated by a regulatory agency, seek all grants without consideration of minimum match; and
 - d) If project is not mandated by a regulatory agency, seek grants with no more than 60% local match required.
3. GWMA will consider, on a case-by-case basis, using its own funds for Feasibility Studies and/or Planning to assist with multi-party project development.
4. GWMA Terms and Sub-Recipient Agreements
 - a) GWMA will only support projects with executed sub-recipient agreements that transfer grant responsibilities to sub-recipient;
 - b) GWMA Administrative Costs are defined as administrative, project management, and technical costs in support of a project;
 - c) GWMA Administrative Costs must be mutually agreed upon and included in total project costs;
 - d) Mutually agreed upon GWMA Administrative Costs must be paid and shared proportionately by grant beneficiaries and/or fully reimbursed by the grant;
 - e) GWMA with board approval, may consider entering into consultant and/or construction contracts on behalf of a multi-party project if 100% of the funds are collected prior to contract/agreement execution; and
 - f) GWMA will not “front” direct project costs on behalf of beneficiaries regardless of grant reimbursement policies or schedules.

B. Internal Controls

1. Having a system of internal controls is a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- (a) Effectiveness and efficiency of operations;
 - (b) Reliability of reporting for internal and external use; and
 - (c) Compliance with applicable laws and regulations;
 - (d) Ensure high ethical standards are maintained.
2. Responsibilities for each level of internal controls are as follows:
- a) GWMA Board
 - 1. Approves grant policies and procedures;
 - 2. Approves all grant applications and grant agreements;
 - 3. Delegates contract execution to Chair; and
 - 4. Delegates signature authority to Executive Officer for grant administration.
3. Executive Officer
- a) Reviews grants and executes related documents when authorized by GWMA Board;
 - b) Develops recommends and maintains grant management policies;
 - c) Manages Project Managers and GWMA staff working on grant;
 - d) Responsible for compliance with the specific terms of each grant; and
 - e) Provide status reports for each project/grant to the GWMA Board.
4. Grant Coordinator/Manager
- a) Grant Coordinator/Manager "GCM" to develop a system, approved by the Executive Officer and the GWMA's Independent CPA that tracks grants, sub-recipients, projects, budgets and grant requirements.
 - 1. GCM to communicate in a consistent manner with sub-recipients, project managers and/or staff regarding requirements, due dates, project/grant status, procurement requirements, budgets, etc.
 - 2. GCM will develop a shareable spreadsheet that identifies the Grant Name/No., Sub-Recipient Contacts and Information, Deliverables, Due Dates, Grant Amount and Grant Match, Backup and Supporting Documentation Received and Approved, and any other pertinent information relative to the specific grant. The spreadsheet will also include labels for required all approvals before submission to granting agency.
 - 3. The spreadsheet will be updated at a minimum monthly. If no update is required due to non-activity, the spreadsheet will indicate as such.
 - 4. The spreadsheet will be updated after receiving written information, and/or backup and supporting documentation which is compiled and received from sub-recipient and/or Project Manager.
 - 5. The documentation will be reviewed by the Grant Coordinator/Manager, Accounting and/or Administrative Assistant, the Executive Officer and GWMA's Independent CPA prior to updating the spreadsheet with an approval confirmation.
 - 6. It is the responsibility of the GCM to ensure all approvals are documented on the spreadsheet.
 - 7. Develop and maintain grant/project records.

5. Accounting Assistant

- a) Accounting Assistant will review invoices and the supporting documentation to ensure detail is included and supported per the requirements of the specific grant
1. Each invoice will be cross-checked to make sure it is eligible for cost match and/or grant reimbursement.
 2. Receive invoice approvals prior to payment from Executive Officer, Chair, Treasurer and Board.
 3. Will cross-check grant-specific invoice reimbursement forms with associated progress report to ensure activities coincide with costs.
 4. Enter invoices paid by GWMA into accounting system by task level identified by the specific grant.
 5. Enter invoice reimbursement as a receivable into the GWMA accounting system
 6. Coordinate on-site management reviews by the grantor agency;
 7. Monitor grant expenditures and receipt of revenues;
 8. Ensure compliance of grant requirements and Single Audit Act requirements;
 9. Coordinate preparation and distribution of single audit reports; and
 10. Work with Independent CPA to resolve any audit findings.

6. Project Manager

- a) Sub-recipients may serve as the Project Manager for any individual and/or multi-party grant. As such, they will be required to execute a sub-recipient agreement which identifies their responsibility as the Project Manager and follow the grant requirements and coordinate with GWMA for deliverables and requests per grant guidelines.
- b) GWMA will retain a Project Manager to manage and coordinate multi-party projects when needed.
- c) Project Manager responsibilities are as follows:
1. Review specific grant requirements;
 2. Follow procurement requirements;
 3. Provide status reports to GWMA as requested;
 4. Coordinate project activities, budget, schedule, procurement, etc.;
 5. Collect invoices, POs, contracts, payroll records, other supporting documentation, and cross-check, and submit with required claim form to GWMA as required by grant;
 6. Prepare Progress Report as required by grant; and
 7. Communicate with GWMA on regular basis

C. Single Audit Act Requirements

1. For federal grants, GWMA is subject to the financial and compliance requirements of the 2 CFR 200 which is applicable to all local and state governments expending more than \$750,000 in federal financial assistance during a fiscal year. The purpose is to:
 - a) Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs;
 - b) Establish uniform requirement for audits of federal grants;
 - c) Promote efficient and effective use of audit resources; and
 - d) Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.
2. For federal grants, regardless of expending the minimum threshold of \$750,000, GWMA's policy is for all financial and project compliance to meet the requirements of a single audit.

- D.** Changes to this policy may be made by a majority vote of the GWMA Board at any time.

GATEWAY WATER MANAGEMENT AUTHORITY
POLICY

GOODS AND SERVICES

As a public agency, GWMA is committed to ensuring a proper procedure for procuring Goods and Services is in place. It is designed as a guiding document for the staff and the Board to follow. In doing so, it is recognized that occasionally circumstances may arise where it is in GWMA's best interest to deviate from them. In such cases, the Executive Officer will bring the need to the Chair's attention.

Purchasing of Goods is defined as a purchase and/or lease of equipment, materials, and supplies.

Procurement of Services is defined as delivery or provision of skills, expertise, goods and/or actions (excludes maintenance services).

A. GWMA'S COMMITMENT

1. Provide a cost effective, open, and transparent, competitive bidding and purchasing process that serves the interests of GWMA's stakeholders and constituents.
2. Obtain appropriate levels of approval in accordance with GWMA's established processes and administrative procedures.
3. Ensure that supplies, equipment, and materials are secured through a process that eliminates any form of favoritism or otherwise excludes qualified providers from the competitive bidding process.
4. Promote the principles of equal employment in its contract activities by assuring that those seeking to do business with the GWMA are treated equally and are not discriminated against because of race, religion, color, national origin, ancestry, disability, etc.

B. PURCHASES

1. Chair may authorize purchases of Goods less than \$10,000. For purchases up to and including \$2,500 multiple quotes are not required. For purchases of Goods of more than \$2,500 and up to \$10,000, 3 written quotes are encouraged.
2. Purchases of Goods above \$10,000 are subject to a bidding process which requires at least (3) three written quotations from a vendor/supplier for the selection of the lowest responsive and responsible bidder .. GWMA Board approval is required In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of goods offered
 - c. Ability and capacity to provide goods
 - d. References
3. Emergency Purchases - Since emergency purchases do not normally provide GWMA an opportunity to obtain competitive quotes, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Emergency purchases of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

C. SERVICES AND OTHER MISCELLANEOUS ACTIVITIES (Services that do not include maintenance and operations)

1. Chair may authorize a Service contract of less than \$10,000. For services up to and including \$2,500, multiple bids are not required. For services more than \$2,500 and up to \$10,000, 3 bids are encouraged.
2. Procurement of Services above \$10,000 are subject to a Bidding process which requires at least (3) three written bids. GWMA Board approval is required for selection of the lowest responsive and responsible service provider. In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of services offered
 - c. Ability and capacity to provide services
 - d. References
3. Procurement of Emergency Services - Since emergency services do not normally provide GWMA an opportunity to obtain competitive bids, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Procurement of Emergency services of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

D. EXCEPTIONS

1. Sole Source
 - a. A sole source contract may be justified with one or more of the following factors. The contract shall adhere to the appropriate levels of approval as established in this guideline:
 - i. The uniqueness of a vendor's capabilities or goods offered to meet the needs of GWMA as compared to other vendors.
 - ii. There is only one viable provider of the required service in the geographic area.
 - iii. The prior experience of the proposed vendor is vital to the goods or services.
 - iv. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
 - v. Vendor possesses existing equipment maintenance programs or contracts.
 - vi. After a solicitation of a number of sources, competition is determined to be inadequate.
 - vii. Patent rights or copyrights or secret processes the vendor possesses, compatibility with existing GWMA goods.
 - b. A sole source contract may be requested by a watershed group under an MOU with GWMA.

2. Contracts for actual emergency work.

E. AMENDMENTS

1. Changes to this policy may be made by a majority vote of the GWMA Board at any time.

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April 13, 2017

SECTION NO. 9 Discussion/Action Regarding Standardized Request for Statement of Qualifications Template

BACKGROUND:

At our January 12th Board Meeting, Director Mostahkami recommended that an Ad Hoc Committee be established to develop a Request for Statement of Qualifications template. Director Mostahkami and Director Negrete volunteered to participate in this committee. The Board requested that the GWMA staff and the Ad Hoc Committee develop a Request for Statement of Qualifications template and bring back to the Board for review and approval.

SUMMARY:

A draft template for Request for Statement of Qualifications for general use was developed and reviewed by the Ad Hoc Committee and also reviewed and revised by Legal Counsel.

It is the recommendation of the Ad Hoc Committee that the Board approve the Draft Request for Statement of Qualification Template for general use as presented.

RECOMMENDATION:

- a. Approve Standardized Template for Request for Statement of Qualifications for general use as presented.

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Steve Myrter (Signal Hill), Secretary/Treasurer
Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

Members: Artesia · Avalon · Bell · Bell Gardens · Bellflower · Central Basin Municipal Water District · Cerritos · Commerce · Cudahy · Downey · Hawaiian Gardens · Huntington Park · La Mirada · Maywood · Lakewood · Long Beach · Long Beach Water Department · Lynwood · Montebello · Norwalk · Paramount · Pico Rivera · Pico Water District · Santa Fe Springs · Signal Hill · South Gate · Vernon · Water Replenishment District of Southern California · Whittier

With Technical Support From The Sanitation Districts Of Los Angeles County

GATEWAY WATER MANAGEMENT AUTHORITY

REQUEST FOR STATEMENT OF QUALIFICATIONS

FOR

Questions due by _____

Statement of Qualifications due by 12:00 Noon on _____

at

Gateway Water Management Authority
16401 Paramount Blvd.
Paramount, CA 90723

INTRODUCTION

GWMA is a Joint Powers Authority Agency serving the Southeastern portion of Los Angeles County and is responsible for coordinating regional watershed planning and implementation activities. Its members include 24 cities and 2 large water agencies. Additional information can be found at www.gatewaywater.org.

GWMA is requesting Statement of Qualifications (SOQ's) from experienced firms to provide _____. GWMA anticipates this Request for Qualification (RFQ) will result in the creation of a list of qualified firms for one or more of the requested services in this RFQ.

Each selected consultant will be required to execute the attached Professional Services Agreement and any amendments thereof for providing the services as a consultant. It is anticipated that the list will remain active for up to five (5) years. GWMA may issue new RFQs at any time to add additional qualified consultants to the list when deemed necessary.

GWMA may at its own discretion, solicit proposals from selected consultants for specific projects and services throughout the term of the contract. Upon selection and approval of a consultant, a Notice to Proceed "NTP" will be issued for the specified work.

This request for SOQs does not obligate GWMA to accept any proposals, negotiate with any firm, and award a contract or to proceed with the development of any project proposed in response to this RFQ. The awarding of any contract shall be subject to such prior governmental approvals or determinations as may be required or appropriate.

SCOPE OF SERVICES REQUESTED

The scope of services is listed below and is not exhaustive. We are seeking one or more consultants to provide at least 3, if not all of the services on the list. Because we are a regional entity representing many municipalities and water agencies, it is important to focus your SOQ with that in mind. Please indicate your response next to each of the following: 1) years of experience; 2) examples of related work provided; 3) indicate if work was done on a multi-jurisdictional basis; and 4) other related information, if applicable, including work with municipalities and water agencies.

- _____
- _____
- _____
- _____
- _____

GENERAL SOQ REQUIREMENTS

- Submission of a SOQ constitutes acceptance of Professional Services Agreement attached as Exhibit A unless for exceptions that are noted with the submission and are approved by GWMA;
- The response cannot be more than 25 pages including the items listed in the mandatory format requirement below;
- Project Team Experience – Description of company and key staff. Clearly state the organization structure of the team, and include an organization chart and the resumes for applicable personnel and their functions.
- Indicate if your firm is a Disadvantaged Business Enterprise (DBE).
- Demonstrate expertise and experience in all the areas identified in the Scope of Services. If none, please indicate “N/A” for that service.
- Demonstrate any experience you or your professional firm has had working with clients similar in size or purpose, and experience working within the Gateway Region.
- Number of Years in Business and Number of Years of Experience in Selected Field.
- List of at least 5 References/Clients where similar services were provided within the last 5 years with contact information. GWMA reserves the right to contact any of the listed firms.
- A copy of the Consultant’s current “**Fee Schedule**”

MANDATORY FORMAT FOR SOQ

1. Cover Letter
2. Table of Contents
3. Company Qualifications
4. Discipline Specific Experience Listed in the Scope of Services
5. Client References
6. Project Team Staff and Project Organization
7. Project Approach and Understanding (i.e. cost control measures, availability to be on-call, or on an as-needed basis)
8. Billing Rate Schedule
9. List of Sub Consultants (If Any)

EVALUATION AND SELECTION

An Evaluation Committee will evaluate each Statement of Qualifications (“SOQ”) to ensure that all requirements have been met. They may recommend the selection of one or more firms depending on the following criteria:

- Demonstrated understanding of the scope of work;
- Specific qualification, experience, skill set fit of the project team;
- Depth of experience in geographical area;
- Quality and comprehensiveness of the SOQ;
- Relevant project experience and client references.

Interviews may be scheduled. Final selection(s) will be made by a majority vote of a quorum of the GWMA Board.

ANTICIPATED SCHEDULE

Issuance of RFQ	_____
Deadline for questions submitted via email tonipenn.gateway@gmail.com	_____
Deadline for Submittal	_____
SOQ Review/Evaluation	_____
Possible Interviews	_____
GWMA Board Approval	_____

TERMS AND CONDITIONS

The selected firm(s) will be required to sign GWMA’s standard Professional Services Agreement attached herein, which includes specified insurance requirements. Individual Notices to Proceed (“NTP”) will be issued upon acceptance of a proposal for specific services on an as-needed basis.

COST OF SOQ PREPARATION

GWMA shall not be liable for any pre-contractual expenses incurred by any respondent or by any selected consultant. Each respondent shall protect, defend, indemnify, and hold harmless the GWMA from any and all liability, claims or expenses incurred by, or on behalf of any entity, participating in the preparation of the respondent’s response to this SOQ. Pre-contractual expenses are defined as expenses incurred by respondents or persons participating in or assisting respondent and the selected consultant, if any, in:

- Preparing the SOQ and related information in response to this RFQ.
- Negotiations with GWMA on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations.
- All other expenses incurred by a respondent/consultant prior to the date of award.

SUBMISSION INSTRUCTIONS

SOQs may be considered non-responsive if they are not complete, do not include all required materials, or do not follow the required format. GWMA is not responsible for SOQs that are lost, damaged, mislabeled or otherwise not received at GWMA by the stated deadline.

All documents submitted in response to the RFQ will become the property of GWMA. Only written SOQs will be considered. The respondent(s) should include a contact person and that person’s email address in the proposal. The respondent(s) must submit six (6) hard copies of the SOQ no later than 12:00 noon on _____ to the following address:

Ms. Toni Penn
Gateway Water Management Authority
16401 Paramount Blvd.
Paramount, CA 90723
tonipenn.gateway@gmail.com

Timely submission of SOQs is the sole responsibility of the respondent. All SOQs delivered after the stated deadline will not be considered. NO EXCEPTIONS.

GWMA reserves the right to accept or reject any and all proposals and to waive any informality or irregularity in any proposal or in the submission process as deemed by GWMA to be in its best interest. Additionally, GWMA may, for any reason, decide not to award an agreement as a result of this RFQ or cancel the RFQ process. GWMA shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of a proposal.

EXHIBIT A

PROFESSIONAL SERVICES AGREEMENT