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*Los Angeles Gateway Region
Integrated Regional Water Management
Joint Powers Authority*

REQUEST FOR PROPOSALS FOR GATEWAY INTEGRATED REGIONAL WATER MANAGEMENT PLAN UPDATE

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, Santa Fe Springs, Signal Hill, South Gate, Vernon, Whittier, Central Basin Municipal Water District, Pico Water District, Water Replenishment District of Southern California and the Long Beach Water Department.

The Gateway Integrated Regional Water Management Plan (Gateway Plan) was completed in June 2013. The Gateway Plan's project list was updated twice since then but the plan itself, conforming with 2012 standards, has not been updated. With the passage and implementation of Proposition 1, new IRWMP standards were introduced in 2016.

ISSUE DATE: February 14, 2018

DUE DATE: March 16, 2018

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (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

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1) PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit for professional services to update the Gateway Integrated Regional Water Management Plan (Gateway Plan) further described in Section 2 below.

2) PROJECT SCOPE OF WORK

The scope of work includes the following tasks:

- a) Update the Gateway Plan to meet legislative actions and to comply with DWR Standards requirements that are summarized in Appendix H of the DWR 2016 IRWM Grant Program Guidelines (http://www.water.ca.gov/irwm/grants/p1_guidelines.cfm) established after Gateway's IRWM Plan was adopted in June 2013, which may include updating:
- Regional Description
 - Plan Objectives
 - Resource Management Strategies
 - Project Review Process
 - Plan Performance and Monitoring
 - Local Water Planning
 - Local Land Use Planning
 - Stakeholder Involvement
 - Climate Change

In addition, the Gateway Plan update will need to:

- Revise/update the DAC outreach process
- Update prioritization of projects for implementation
- Revise/develop process for which to add, change, or delete projects

Working closely with GWMA staff and member representatives, the consultant will:

- Lead an open, public Gateway Plan update process
- Integrate new information into currently applicable Gateway Plan materials
- Provide technical review and analysis as needed
- Compile an updated draft Gateway Plan that meets 2016 standards and is ready for public review
- Conduct a public review of the draft and incorporate or address public comments
- Coordinate with DWR staff as necessary to produce a final, compliant plan
- Produce a final updated Gateway Plan

The Gateway Plan can be located at <http://gatewaywater.org/documents/irwmp-documents/gateway-irwm-plan/>.

3) PROPOSAL REQUIREMENTS

- a) Proposal Submittal

The Consultant shall submit one (1) electronic and six (6) hard copies of the proposal by March 16, 2018 to:

GWMA
16401 Paramount Blvd.
Paramount, CA 90723
Email: bibiweiss.gateway@gmail.com

Questions regarding this Request for Proposals must be submitted via email by February 23, 2018 and be directed to: Bibi Weiss at bibiweiss.gateway@gmail.com.

All questions and answers will be posted on GWMA's website by 5:00 p.m. on February 28, 2018.

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. Include a sample monthly report.
- 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 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.
- Documentation of previous experience of the Project Manager and Project 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 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 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

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, 2018, 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

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.

SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be postmarked, hand-delivered and/or emailed to: Bibi Weiss, Gateway Water Management Authority, 16401 Paramount Blvd., Paramount, CA 90723, no later than March 16, 2018.