

GATEWAY WATER MANAGEMENT AUTHORITY

REQUEST FOR STATEMENT OF QUALIFICATIONS

FOR

GENERAL ON-CALL PROFESSIONAL GENERAL, TECHNICAL

AND/OR ENGINEERING SERVICES

Questions due by August 7, 2017

Statement of Qualifications due by 12:00 Noon on August 21, 2017

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 25 cities and 4 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 general consulting services, and/or engineering/technical services. GWMA anticipates this 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 listed below. 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.

- Feasibility study and Project and/or program report writing
- Project Management, including, but not limited to construction management and inspection services, plan checking, compliance assurance and reporting services associated with Federal, State and other Grant funded projects and programs
- Coordinate and manage watershed projects (stormwater, groundwater, water conservation, water supply, etc.)
- Prepare and/or manage preparation of project bid documents, plans and specifications

- Engage in regional planning grant and/or other opportunities including development of associated documents
- Grant writing and/or grant implementation management
- Engage in strategic local and/or regional planning efforts, including development of associated documents
- GIS mapping/management
- CEQA/NEPA environmental proceedings, including but not limited to, preparation, review and management of Technical Reports associated with various projects and/or programs (specialty in the area of Water/Watershed/Stormwater)
- IRWM related programs and activities including, but not limited to, Plan Updates and Project List Updates.

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	July 17, 2017
Deadline for questions submitted via email bibiweiss.gateway@gmail.com	August 7, 2017
Deadline for SOQ Submittal	August 21, 2017
SOQ Review/Evaluation	September 1-15, 2017
Possible Interviews	September 15-30, 2017
GWMA Board Approval	October 12, 2017

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 Notice 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 August 21, 2017 to the following address:

Ms. Bibi Weiss
Gateway Water Management Authority
16401 Paramount Blvd.
Paramount, CA 90723
bibiweiss.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