

# REGIONAL WATER MANAGEMENT FOUNDATION

*a subsidiary of Community Foundation Santa Cruz County*

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### ENVIRONMENTAL PLANNING SERVICES

#### I. Request for Qualifications

The Regional Water Management Foundation is requesting a Statement of Qualifications (SOQs) from qualified consultants for services to support project planning and preliminary environmental planning and documentation for projects that will address inadequate drinking water and/or wastewater systems in communities served by very small systems located in Monterey County.

#### II. Background

##### A. Disadvantaged Community Involvement (DAC-I) Program

The Regional Water Management Foundation (RWMF) is serving as the lead grant administrator on behalf of the six Central Coast Integrated Regional Water Management (IRWM) regions to implement the California Department of Water Resources' Disadvantaged Community Involvement (DAC-I) Program. Objectives of this Program include: increasing the understanding, and where necessary, identify the water and wastewater management needs of disadvantaged communities; and, developing strategies and long-term solutions that appropriately address the identified water and wastewater management needs of these communities.

##### B. Greater Monterey IRWM Region – Project Development Activities

The work to be performed in the Greater Monterey IRWM Region will build upon prior planning and engagement efforts in the region. The work to be performed will be done in conjunction with the Greater Monterey Disadvantaged Community Involvement Team which consists of IRWM representatives that have been active in prior planning efforts in the region, as well as preliminary efforts related to the proposed task, and other tasks funded by the DAC-I Program.

Disadvantaged Communities in North Monterey County, and in South Monterey County around Greenfield, Soledad and San Ardo have been preliminarily selected by the Greater Monterey DAC-I Team as communities with high priority needs to address current or incipient drinking water and wastewater concerns. Work has been done by the Team to assess the community needs and to develop a preliminary list of projects based on drinking water contaminant levels or wastewater system deficiencies, qualification as a disadvantaged community and the level of community interest. In some cases a preliminary engineering assessment and community boundary maps may have been completed and will be made available. Additional drinking water and/or wastewater projects may be added to the high priority project list based upon the work of the selected engineering consultant(s).

#### III. Project Tasks and Activities. Qualifications.

The RWMF, on behalf of the Greater Monterey DAC-I Team, is seeking environmental consultant(s) to support project development activities for Greater Monterey County IRWM Region. The work will include the activities outlined below. The selected consultant will work in

close coordination with the Greater Monterey DAC-I Team throughout the planning and implementation of this work.

The environmental consultant is to provide services to support project planning and design which is anticipated to include, but not be limited, to the following:

- To review existing information on the water and wastewater systems and, as needed, collect additional information needed to inform an assessment of environmental documentation needs;
- To identify and assess environmental planning issues related to recommended engineering alternatives to address the water and wastewater needs of the targeted communities;
- To develop or assist in the development of a Project Description and other preliminary environmental documents for specific projects to address the community needs. Projects are anticipated to include a combination of the following:
  - Repair or replacement of drinking water and wastewater infrastructure or installation of treatment systems;
- To provide project planning and technical assistance as needed, during planning activities of the DAC-I Team

Based upon the activities outlined above, the environmental planning consultant is to:

- Consult with DAC-I Team and appropriate public agencies to develop environmental documentation for up to two (2) projects and, subject to review and approval of the community and prospective funders; and/or,
- Develop sufficient preliminary environmental planning documentation to advance four (4) project(s) toward readiness for funding applications to state and/or federal funding programs. Production of a Project Description or similar document, dependent upon the specific guidelines of the proposed funding source, may be required. At minimum a Project Description will include a discussion of the general engineering alternatives and a review of such exclusions or exemption that may apply to proposed solutions to resolve system deficiencies and/or,
- Complete up to two (2) Environmental Review Package forms for Planning Grants under the SWRCB State Revolving Fund Program.

Preliminary work has been done to compile information on these communities. The following will be provided to the selected firm(s):

- Project summary and status report
- Preliminary community boundary map
- Preliminary engineering assessment, if applicable
- Environmental Review Package template from SWRCB or other preliminarily identified environmental planning requirements

**Qualifications**

- Demonstrated knowledge of and experience with federal, state and local environmental requirements for construction projects
- Prior experience with public health and other potential CEQA/NEPA exemptions and exclusions related to water and/or wastewater infrastructure projects
- Knowledge and experience in all areas of environmental review requirements including CEQA, NEPA and relevant supporting documentation needs
- Familiarity with the environmental planning challenges and complexities related to local coastal plans, mitigation and monitoring plans, biotic and cultural resources studies associated with federal and state funding programs and the Monterey County environmental and resource planning and review processes

Depending on the qualifications of the candidate consultants, the RWMF may contract with more than one consultant and may include coordination of services among consultants in the scope of work.

**IV. Process, Timeline, and Budget**

A. Process

Interested parties are requested to submit their SOQs on or before 5:00 p.m., on Friday, April 19, 2019. SOQs will be evaluated by a Selection Committee comprised of RWMF staff and DAC-I Team representatives using the criteria established in Section VI. The highest rated candidate(s) will be asked to prepare a proposal for the purpose of negotiating a contract. Where no clear front-runner is determined, top ranked candidates may be asked for supplemental information and may be invited to interview with the Selection Committee. During the interview, the candidates may be asked to make an oral presentation, and/or respond to a pre-determined set of questions.

Equal time and opportunity for resubmittals will be given to all responsive candidates should additional information be requested by the RWMF. Any interviews will be scheduled on a mutually agreed upon date and will be at no cost to the RWMF. The Selection Committee will use all available information to rate the candidates based on their ability to best meet the needs of the RWMF.

B. Timeline

The tentative timeline for the selection process and project schedule is as follows.

SOQs due----- By 5:00 pm on April 19, 2019  
Complete SOQs evaluation and negotiation with top-rated candidate --- April/May 2019  
Finalize scope of work and execute contract ----- May 2019  
Initiate project ----- May/June 2019  
Complete project -----November 2020

C. Budget and Funding Acknowledgement

Funding for this work is provided by a grant from the Department of Water Resources' IRWM DAC Involvement Program with funding from the Water Quality, Supply and Infrastructure Improvement Act of 2014 (Proposition 1).

D. RWMF Rights and Options

The RWMF, at its sole discretion, reserves the following rights:

1. To reject any or all SOQs or information received pursuant to this RFQ;
2. To supplement, amend, substitute or otherwise modify this RFQ at any time by means of written addendum;
3. To cancel this RFQ with or without the substitution of another RFQ or prequalification process;
4. To request additional information;
5. To verify the qualifications and experience of each respondent;
6. To require one or more respondents to supplement, clarify or provide additional information in order for the RWMF to evaluate the SOQs;
7. To hire multiple consultants/firms to perform the necessary duties and range of services if it is determined to be in the best interests of the RWMF; and
8. To waive any minor defect or technicality in any SOQ received.

E. Questions/Clarification Request

The respondent will, in the SOQ, identify the Project Manager and key staff. The respondent's Project Manager will be the primary contact for the RWMF.

On behalf of the Greater Monterey DAC-I Team, the primary contact for inquires related to the SOQ is: Karen Nilsen nilsenbollin@yahoo.com

During the SOQ process, interested parties are requested to direct all questions via email to the Greater Monterey DAC-I Team's primary contact listed above.

**V. Submittal of SOQs**

The SOQs must provide the information requested and be organized into sections as follows:

- Cover Letter
- Company Qualifications
- Conceptual Technical Approach
- Key Project Staff Experience and Qualifications
- Client References
- Current Fee Schedule

Describing the experience and qualifications addressing the tasks and anticipated activities as listed in Section III will assist the Selection Committee in considering the range of potential services that may ultimately be included in any contract.

A. Cover Letter

The SOQs must include a cover letter attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the proposing firm. The cover letter shall provide the name, address, email, telephone and facsimile numbers of the proposed Project Manager, who will serve as the primary contact for the company.

B. Company Qualifications

Identify the names of the firm owners, years in business, services offered. Provide a description of your firm's recent and relevant experience with similar projects related to the assessment and repair or replacement of drinking water and wastewater infrastructure.

C. Planning Approach

Include an overview of the planning approach used to identify preliminary environmental planning and documentation needs.

D. Key Project Staff Experience and Qualifications

Include a listing of all key personnel (including subconsultants when applicable) involved in performing the work. A description of their background, qualifications, recent similar experience and responsibility must also be included. Describe the current and projected-workload of the firm that might affect the project timeline. Clearly specify the individual designated as the Project Manager.

E. References

Provide at minimum, three client references including contact person and current telephone numbers. References should focus on projects in which the personnel listed in Item D had relevant responsibilities. Preferably, references should be for similar projects completed within the last ten years.

F. Fee Schedule

Provide a current fee schedule for the position classification and activities anticipated to be employed in this Project.

VI. **Evaluation Criteria and Selection Process**

The Selection Committee will evaluate each candidate's experience and expertise. Candidates will be evaluated on the information presented in the SOQ. Final selection may be based on the SOQ as well as any supplemental information or interviews conducted. Evaluation factors used to identify the top-ranking candidates will include the following:

1. Qualifications as they relate to this project
  - a. Candidate’s range of experience on similar projects and with the full range of duties that may be included in a contract.
  - b. Qualifications of proposed key personnel on similar projects and with the full range of duties that may be included in a contract.
  - c. Communication skills (written and verbal).
2. Ability to provide the required services in a cost-effective and timely manner:
  - a. Accessibility of team
  - b. Resources for conducting the necessary environmental planning work
  - c. Flexibility and readiness to complete specified work
3. Candidate’s past performance and/or reputation for successful completion of similar efforts, integrity and competence
4. Completeness and quality of the SOQ

The evaluation is anticipated to identify a “short-list” of the top rated consultant(s)/firm(s) to be invited to prepare proposal for consultation regarding individual project(s). More than one firm may be selected to perform services on this project. The final contract will be between the RWMF and the selected consultant(s) and will include the mutually agreed upon scope of work to be undertaken for an individual project or program-wide services.

Contract negotiations will begin immediately with the top ranked candidate after the evaluation process. If an agreement on scope and cost is not reached within forty-five (45) working days, the next highest ranked candidate will be contacted and negotiations with that candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

The RWMF reserves the right to determine the extent, duration and limit of the services. Such services will be described in an overall scope of work to be developed by the top ranked candidate and approved by the RWMF promptly upon notification of selection. Any deviation from the scope and general work-hour duration of the work program must be approved beforehand in writing by the RWMF.

## VII. Response Format

Statements of Qualifications are to be submitted electronically by the stated deadline. Statements of Qualifications should be no longer than 20 pages in length, including resumes and attachments.

Parties interested in being considered for this project are requested to submit their Statement of Qualifications **by April 19, 2019** to:

Natalie LaVan, Program Officer  
Regional Water Management Foundation  
Community Foundation Santa Cruz County  
7807 Soquel Drive | Aptos, CA 95003  
**Submit electronic copies to: [nlavan@cfsc.org](mailto:nlavan@cfsc.org)**

## **VIII. Grant Funding and Conditions**

### Grant Funding

Funding for this work is provided by a Proposition 1 Integrated Regional Water Management (IRWM) grant from the State of California. Grant reimbursements are made by the State funding agency on a quarterly basis. Invoicing and reporting are made on a quarterly basis and the RWMF will not reimburse the consultant until the RWMF has been reimbursed by the State.

### Grant Conditions

The following conditions pertain, where applicable, to contractors and subcontractors that receive funding from Proposition 1 Integrated Regional Water Management (IRWM) grants from the State of California. These terms will be included in the contract between the RWMF and the Consultant(s).

**LABOR COMPLIANCE:** The Contractor agrees to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts subject to reimbursement from this Agreement to assure that the prevailing wage provisions of the Labor Code are being met.

**ACCOUNTING AND DEPOSIT OF FUNDING DISBURSEMENT:** The Contractor shall maintain books, records, and other documents pertinent to their work in accordance with generally accepted accounting principles and practices.

**AUDITS:** Pursuant to Government Code §8546.7, the Contractor shall be subject to the examination and audit by the State for a period of three years after final payment under the Grant Agreement with respect to all matters connected with the Grant Agreement, including but not limited to, the cost of administering this Grant Agreement. All records of Contractor shall be preserved for this purpose for at least three (3) years after project completion or final billing, whichever comes later.

**CONFLICT OF INTEREST:** The Contractor is subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the contract being rejected and any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code, §1090 and Public Contract Code, §10410 and §10411, for State conflict of interest requirements.

**DRUG-FREE WORKPLACE CERTIFICATION:** The Contractor or its subcontractors hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code §8350 et seq.) and have or will provide a drug-free workplace.

**INSURANCE:** The Contractor and its subcontractors are required to name the State, its officers, agents and employees as additional insured on their liability insurance for activities undertaken pursuant to this Agreement.

**WORKERS' COMPENSATION:** The Contractor affirms that it is aware of the provisions of §3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor affirms that it will comply with such provisions before commencing the performance of the work under this Grant Agreement and will make its subcontractors aware of this provision.

**INSPECTIONS:** State shall have the right to inspect the work being performed at any and all reasonable times during the term of the Grant Agreement. This right shall extend to any subcontracts, and the Contractor shall include provisions ensuring such access in all its subcontracts entered into pursuant to its contract with the RWMF.

**NONDISCRIMINATION:** During the performance of this Grant Agreement, the Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital status, and denial of medial and family care leave or pregnancy disability leave. Grantee and its contractors or subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its contractors or subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.