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Proposers' Conference

**On-Call Safe, Clean Water Program – Watershed
Coordinator Services (BRC0000116)**

June 8 (10am) and June 9 (9am), 2020



Please Check-In By Doing The Following:



- Send an E-mail to David Pang at dpang@pw.lacounty.gov
- Include the following information:
 - Name (First and Last Name)
 - Name of Company
 - Phone Number
 - E-mail address
 - Name of Solicitation: On-Call Safe, Clean Water Program
– Watershed Coordinator Services



This Conference Will Be Divided Into 4 Parts



- Part I: I will briefly go through some of the Contract highlights, requirements, and processing information which will assist you in preparing your proposal.
- Part II: Presentation from the Division Rep on Scope of Work and Performance Requirements.
- Part III: Q & A
- Part IV: Closing Remarks



I. Contract Highlights



David Pang, Business Relations and Contracts Division, to present the Contract Highlights.



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Contract Terms



- Maximum contract term of 4 years
 - Initial 1-year term and potential additional three 1-year option renewals



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Public Works will award 12 Watershed Coordinator contracts for the following 9 Watershed Areas:



No.	Watershed Areas	Number of Contracts being Awarded	Estimated Maximum Annual Amount For Each Contract
1	Central Santa Monica Bay	2	\$200,000
2	Lower Los Angeles River	1	\$200,000
3	Lower San Gabriel River	1	\$200,000
4	North Santa Monica Bay	1	\$100,000
5	Rio Hondo	1	\$200,000
6	Santa Clara River	1	\$200,000
7	South Santa Monica Bay	1	\$200,000
8	Upper Los Angeles River	3	\$200,000
9	Upper San Gabriel River	1	\$200,000



Submit a Statement of Qualification (SOQ)



- Proposers may submit a Statement of Qualifications (SOQ) for a contract under one or more of the 9 Watershed Areas and indicate it on the PW-20.
- SOQ's will first be reviewed on an Initial Pass/Fail basis to verify compliance with the minimum mandatory requirements.
- Proposers whose SOQs meet the minimum mandatory requirements will be evaluated under Phase 1.



Phase I



- Public Works will evaluate each SOQ based on:
 - Price (10 points)
 - Experience (40 points)
 - Work plan (40 points)
 - Performance history references (10 points)
- This is described in Part One Section 4 of this RFSQ.
- Proposers that receive a qualifying score of **50 points threshold** resulting from the evaluation will be placed on a Qualified Proposer List for that particular Watershed Area (WA).



Phase 2 Presentation/Interview



- The Qualified Proposer will be invited to provide a presentation of their Capabilities and Qualifications (CAQ) to the applicable Watershed Area Steering Committee who will conduct an interview at their regular public meeting to select the Watershed Coordinator(s) for the identified Watershed Area.
- Interview questions will be asked on past experience including any experience as a Watershed Coordinator.



Important information



- Proposers may be individuals or entities. Each Watershed Coordinator will be an individual person or entity who has been selected through the two phase selection process identified in this RFSQ.
- An individual person may only provide services in one Watershed Area.
- A proposing entity may receive one or more contract awards if they have identified more than one individual on their staff to perform Watershed Coordinator services. In other words, a proposer may receive more than one contract only where they are providing more than one employee to serve as Watershed Coordinators; each of whom is assigned to a different Watershed Area or staffing a separate Watershed Coordinator position.
- If a Watershed Coordinator is selected for more than one Watershed Area, then Public Works will determine, in consultation with the selected individual and the WASC, where they will be assigned.



Minimum Mandatory Requirements And Subcontracting



At the time of proposal submission, proposers must meet all minimum requirements set forth in the RFSQ document. The use of subcontractors to meet the Minimum Mandatory Requirements **is not allowed**. Any reference to subcontracting for the purpose of meeting the Minimum Mandatory Requirements may cause your SOQ to be rejected.

However, the successful Contractor(s) resultant of this solicitation may be allowed to subcontract during the course of performing a portion of the required work if the Contractor wishes to use subcontractors for specialized services, such as translators for media related activities. The Contractor must inform Public Works in advance of any planned subcontractor use and obtain Public Works' approval, unless the subcontractors were identified in the Contractor's SOQ at the time of proposal submission.

The successful Contractor(s) will be allowed to subcontract only work that is not related to the Contractor's experience and capability as Watershed Coordinator, with pre-approval of the CM. If subcontracting is allowed by Public Works, no additional compensation or any other form of payment will be allowed in excess of the compensation stipulated in the Contract. Public Works reserves the right to request the removal or replacement of any subcontractor at Public Works' sole discretion.



A. Minimum Experience



- 1. Community Engagement:** Proposing entity, or its managing employee, and its proposed Watershed Coordinator(s) must clearly demonstrate a minimum of 2 years of experience within the past 7 years engaging diverse communities, including low-income communities of color, and/or facilitating ongoing dialogue with agencies, municipalities, elected officials, and NGO stakeholders at the project, program or watershed level.
- 2. Communication:** Proposing entity, or its managing employee, and its proposed Watershed Coordinator(s) must clearly demonstrate a minimum of 2 years of experience within the past 7 years developing effective education and engagement communication tools tailored to a variety of audiences, facilitating community engagement and participatory decision making, and presenting at workshops and meetings to communities and agencies.



A. Minimum Experience Continue



3. Project Development: Proposing entity, or its managing employee, and its proposed Watershed Coordinator(s) must clearly demonstrate a minimum of 2 years of experience within the past 7 years compiling information and resources needed to support project teams and developing strategies for integrating diverse priorities into projects and/or programs.

4. Funding Coordination: Proposing entity, or its managing employee, and its proposed Watershed Coordinator(s) must clearly demonstrate a minimum of 2 years of experience within the past 7 years identifying, securing, and leveraging public and private funding/cost sharing; grant writing experience is desirable.



A. Minimum Experience Continue



5. Proposer's proposed annual amount must not exceed \$200,000 (For the North Santa Monica Bay Watershed Area the proposed annual amount must not exceed \$100,000).



B. Subject Matter Knowledge



Familiarity or experience working in or with at least 5 of the 6 following areas:

1. Watershed/integrated approaches to developing multi-benefit, stormwater and urban runoff capture projects/programs.
2. Local and regional Non-Governmental Organizations, public agencies, and other stakeholders.
3. Local water quality regulations.



B. Subject Matter Knowledge Continue



4. Current local and regional plans, planning processes, and resources related to Safe, Clean Water (SCW) Program (e.g. LA River Revitalization, LA and SG River Master Plans, Regional Watershed Management Programs and Enhanced Watershed Management Programs, etc.).
5. Green stormwater infrastructure, Low Impact Development Ordinance(s) in effect within Los Angeles County (including cities), or Nature-Based Solutions as defined in the SCW Program. See Exhibit I (Safe, Clean Water Program Ordinances to this RFSQ).
6. Identification of current equity, social or environmental justice issues in the region.



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Important Dates to Remember



- Deadline to submit written questions to David Pang is **Tuesday, June 16, 2020.**
- Deadline to submit Form PW-11 (Solicitation Requirements Review) is **Tuesday, June 16, 2020.**
- Due date for Statement of Qualifications (SOQ) submission is **Monday, July 20, 2020.**



Jury Service Program



- Applies to both Contractors and Subcontractors.
- Proposers should carefully read the pertinent Jury Service Provisions in Exhibit B, Section 7, Contractor Employee Jury Service Program, on Page B-41.
- Form PW-3, Jury Service Program, indicate your firm is requesting exemption or in compliance with the program requirements.
- Proposals that fail to comply with the requirements of the Jury Service Program will be considered nonresponsive and excluded from further consideration.



Jury Service Program Continued



Your firm may be exempt from this program, if your firm has:

- Ten or fewer employees and annual gross revenues for the last 12 months of less than \$500,000, including the amount of this contract and are not an “affiliate or subsidiary of a business dominant in its field of operation.” or
- Your firm has a Collective Bargaining Agreement that expressly supersedes the provisions of the County’s Jury Service Program.
- Please fully review the County’s definition of full-time employees.
- Request a Jury Service Program Exemption, Form PW-3 is due **Monday, July 13, 2020.**



County's Preference Programs



1. Local Small Business Enterprise (LSBE) Preference Program
2. Social Enterprise (SE) Preference Program
3. Disabled Veteran Business Enterprise (DVBE) Preference Program

The Preference Programs (LSBE, DVBE, and SE) requires that a business must complete certification prior to requesting a preference in a solicitation. In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.



County Preference Programs Continued



- In order to qualify for the Preference, you must be certified by the County at the time you submit your proposal.
- If you are a certified, and you request the Preference, you will be entitled to have your price reduced for purposes of evaluation only by 15 percent of the lowest proposed price, or up to \$150,000, whichever is less.
- To apply for certification as a LSBE, businesses should contact the Department of Consumer and Business Affairs Website as listed in Part 1, Section 1, N.1, PAGE 1.11.
- If you believe you qualify for the Preference and are not yet certified, you must register right away in order to meet our proposal submission deadline.



Pending Acquisitions/Mergers



- Proposers shall notify the County of any pending acquisitions/Mergers of their firm. This information is to be provided on Form PW-1.



Vendor Registration



- Please note that all County proposers must register on the County's Web-Based Vendor Registration System.
- The Registration Website is provided on Page 1.14.
- Being registered will assist you in receiving E-mail notification of future solicitations released by the County, which may be of interest to you.



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Proposal Format And Content Requirements



- On Page 1.19 (Section 2, Item A) are all the items you must include with your proposal. Your proposal should include everything listed here in Items 1 through 11, Pages 1.19 through 1.23.
- All Forms must be completed and returned as listed under Item 10, Proposer's Forms List.
- Proposers should highlight how they meet any minimum requirements.



Proposal Submission



- ON PAGE 1.24 (ITEM B)

Submission of hard copy SOQs will not be accepted.

SOQS MUST BE SUBMITTED ELECTRONICALLY USING ONE OF THE TWO FOLLOWING METHODS:

1. SOQs may be submitted via e-mail to:

Mr. David Pang at dpang@pw.lacounty.gov

or

Mr. Danny Medina at dmedina@pw.lacounty.gov



Proposal Submission Continue



2. You may submit SOQs electronically on www.bidexpress.com, a secure online bidding service website. To submit your SOQs electronically, register with BidExpress, by the due date. A new registration page must be signed, notarized, and received by BidExpress Customer Support for processing before the due date. There is a nominal service fee to use BidExpress.

- 10 MB per file
- Up to 50 files
- Total 500 MB.
- SOQs received after the closing date and time specified in the Notice of Request for SOQs will be rejected by Public Works as nonresponsive.



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General Conditions of Requests For Statement of Qualifications (SOQ)



- Pages 1.25 Through 1.33 (Items A – W) Outline the conditions under which proposals are to be submitted.
- On Page 1.28, Describes the proposer's requirements related to the proposer's lobbyists and we request that you also review Attachment 3 relating to lobbyists.



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General Conditions Of Request For Statement of Qualifications (SOQ) Continue



- On Pages 1.29 and 1.30 and EXHIBIT B, Page B.38 outline the County's Proposer/Contractor responsibility and Debarment. The County has a policy to conduct business with only responsible proposers and contractors. If a proposer or contractor fails to conduct their business in a responsible manner, the County may debar the proposer/contractor.
- Firms that are currently debarred by the County are listed in Attachment 2.



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General Conditions Of Request For Statement of Qualifications (SOQ) Continue



- Page 1.32, Item S: Wages, Materials, and Other Costs. We would like to highlight that it is the responsibility of the proposer to calculate the proposal price to take into consideration a possible escalation of wages, materials, fuel prices, and other costs during the contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the contractor for the work performed during the contract period.



Award Of The Contract



- On Page 1.34 (Section 4.A) – The County reserves the right to award the contract to the proposer(s) whose proposal provides the most beneficial program and price, with all other factors considered.
- The awardee shall then sign and return the contract, together with copies of the required insurance certification, within 14 days after notification by Public Works of intent to recommend award of this contract to the Board. No Contract work may begin before proof of valid insurance coverage is received by Public Works.



Award Of The Contract Continue



- On Page 1.34 (Section 4.B, Final Contract Award by Board), we indicate that notwithstanding a recommendation by Public Works, the Board retains the right to exercise its judgment concerning the selection of a proposal, the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determination necessary to arrive at a decision to award, or not award, a contract.



Initial Review Pass/Fail



- On Page 1.35 (Section 4.D) outlines how proposals will be reviewed. Please ensure each item is contained in your proposal. Those proposals that pass this initial review will then proceed to the next step, which is the evaluation of the proposals by a committee.



Evaluation Criteria Phase I



- Proposed Price (10 Points).
- References (10 Points).
- Experience (40 Points).
- Work Plan (40 Points).

*****MUST PASS WITH A 50 POINTS THRESHOLD*** TO
ADVANCE TO PHASE 2 OF THE SELECTION PROCESS.**



Evaluation Criteria

Phase I - Price/Performance History/References continue



- Proposed Price (10 Points). Pricing information will be obtained from Form PW-2, Schedule of Prices.
- References (10 Points).
 - Four references are required. Please note that you are required to list all your firm's current County Contracts as well as those County Contracts active over the last three years. See Form PW-6, Proposer's Reference List.
 - Inform your references that we may be calling or emailing questionnaires to them and that they need to respond promptly. (Refer to Page 1.37)



Evaluation Criteria Phase 2



- The Qualified Proposer List will be invited to provide a presentation of their Capabilities and Qualifications (CAQ) to the applicable Watershed Area Steering Committee who will conduct an interview at their regular public meeting to select the Watershed Coordinator(s) for the identified Watershed Area.
- Interview questions will be asked on past experience including any experience as a Watershed Coordinator.
- Each Watershed Area Steering Committee (WASC) will select the Watershed Coordinator by voting.



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Protest Policy



- Page 1.42, Section 5 is the County's Protest Policy.



Table Of Forms & Attachments



- Forms PW-1 through PW-,10 and PW-12 through PW-21 must be submitted with your proposal.
- PW-2 – Schedule of Prices.
- Attachment 1. Outlines the County’s Policy Regarding Doing Business with Small Business.
- Attachment 2. Lists Current Contractors and Individuals who have been debarred by the County.
- Attachment 3. County of Los Angeles Lobbyist Ordinance.



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Table Of Forms & Attachments Continue



- Exhibit B – Service Contract General Requirements
- Exhibit G – Maps of the Watershed Areas
- Exhibit I – Safe, Clean Water Program Ordinances
- Exhibit J – Safe, Clean Water Program Definitions



II. Scope Of Work And Performance Requirements



Kirk Allen, Contract Manager, Stormwater Planning Division to present and address Scope of Work and Performance Requirements.












Watershed Coordinators Scope of Work



Task

Outcomes

	1. Facilitate Community Engagement in SCWP	...sustained community engagement...
	2. Identify and Develop Project Concepts	...projects that fulfill program goals...
	3. Work with Technical Assistance Teams	...contribute to technical assistance...
	4. Facilitate Identification and Representation of Community Priorities	...addressing community priorities...
	5. Integrate Priorities Through Partnerships and Extensive Networks	...share lessons learned...
	6. Cost-Share Partners	...identify cost-sharing for projects...
	7. Leverage Funding	...identify funding...
	8. Local Stakeholder Education	...conduct education for communities...
	9. Watershed Coordinator Collaboration	...ensure consistency across SCWP...



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 1



Includes engagement planning and then carrying out that plan.

- Deliverables:
 - Strategic Outreach and Engagement Plan
 - Quarterly and Annual Reports of Activity
 - Monthly Progress Reports



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 2



Includes identifying and encouraging project development through each funding line (scientific studies, technical resources program, infrastructure program)

- **Deliverables:**
 - Project concepts submitted by proponents with coordinator assistance
 - List of projects being developed with coordinator support on quarterly reports
 - Presentations when requested to Contract Manager or WASC



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 3



Includes providing support to project proponents during their engagement with the Technical Resources Program.

- **Deliverables:**
 - Make and maintain list of project concepts moving through process
 - Presentations when requested to Contract Manager or WASC



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 4



Includes carrying out Strategic Outreach & Engagement Plan to uncover and document community priorities.

- Deliverables:
 - Outreach documents & events
 - Summaries (written and presentations) of community input to Contract Manager and WASC



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 5



Includes documenting lessons, networks, and effective strategies so year-to-year watershed coordination can advance.

- **Deliverables:**
 - Inclusion of effective strategies and lessons learned in Quarterly and Annual reporting
 - Update WASC meetings during a routine agenda item about coordination activities



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 6



Includes identifying cost-share partners for project concepts brought forward without a public-agency sponsor.

- **Deliverables:**
 - In partnership with all watershed coordinators, develop and maintain a list of potential cost-share partners for project concepts

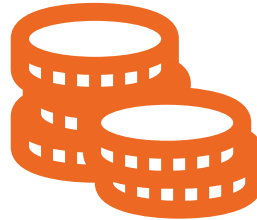


Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 7



Includes identifying and then supporting the pursuit of leverage funding for SCWP activities.

- **Deliverables:**
 - In partnership with all watershed coordinators, develop and maintain a list of potential leverage funding sources
 - Submit copies of any grants or other funding proposals supported
 - Document status of leverage funding pursuits in quarterly and annual reports



Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 8



Includes carrying out educational efforts of the Strategic Outreach and Engagement Plan.

- **Deliverables:**
 - Develop and maintain list of stakeholder nodes through which information is being distributed
 - At least 2 SCWP-focused educational events per year
 - Recap educational efforts during WASC meetings
 - Provide editable educational materials for use by other coordinators

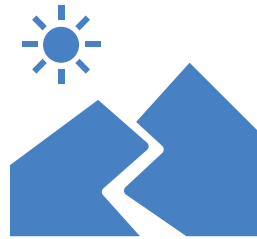


Watershed Coordinators Scope of Work



Task
Facilitate Community Engagement in SCWP
Identify and Develop Project Concepts
Work with Technical Assistance Teams
Facilitate Identification and Representation of Community Priorities
Integrate Priorities Through Partnerships and Extensive Networks
Cost-Share Partners
Leverage Funding
Local Stakeholder Education
Watershed Coordinator Collaboration

Task 9



Includes participation in routine meetings of all coordinators for sharing best practices.

- Deliverables:
 - Attendance at routine meetings
 - Share meeting facilitation or peer-education duties of the group

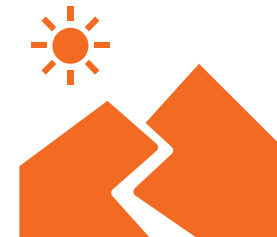
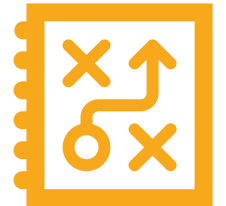


Watershed Coordinators Scope of Work



Strategic Outreach & Engagement Plan

- Due to District within 12 weeks of commencement of work
- Includes:
 - Vision for success and methods for evaluating effectiveness
 - Strategies to:
 - Engage stakeholders, municipalities, community groups
 - Solicit input, connect to TA opportunities
 - Ensure diverse perspectives are shared with the District and WASCs
 - Identify and ensure the involvement of members of disadvantaged and underrepresented communities
 - Identify educational programming about watershed management, ecological and community issues
 - Identify and describe collaborative efforts across watershed area boundaries





Watershed Coordinators Scope of Work



Required events and engagements

- All WASC meetings (at least quarterly)
- “at least four outreach events per year” (Task 1)
- “convene events that enhance discussion” (Task 4)
 - no set number
- “At least two watershed-wide educational events per year” (Task 8)
 - must be separate from Task 1 events
- “coordinator collaboration meetings... as frequently as monthly” (Task 9)



Watershed Coordinators Scope of Work



Reporting Requirements

- ☑ Routine updates at all WASC meetings (at least quarterly)
- ☑ Monthly Progress Reports to accompany invoices
- ☑ Quarterly Report
- ☑ Annual Report



Required Documentation

- Maintained Lists:
 - Meetings attended, held
 - Stakeholders engaged (sign-in sheets)
 - Potential Cost-share partnerships
 - Project concepts / potential projects
 - Developing projects being supported
- Leverage funding applications and status
- Education event summaries
 - Materials produced/provided



Watershed Coordinators Scope of Work



Conflicts of Interest

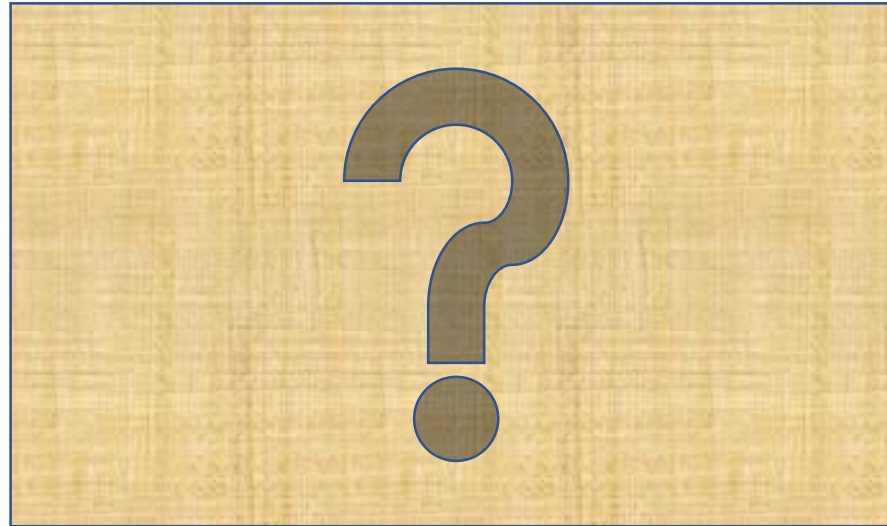
- There is a specific and clear conflict of interest policy and requirement in the RFSQ, be sure to review it carefully.
- Once working, each specific instance where a conflict of interest may exist will be evaluated on its own merits by the District.
- In general, however:
 - Watershed Coordinators, or the organization that employs them, cannot be part of a team submitting an Infrastructure Program or Scientific Study in the watershed area where they are assigned.





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III. Questions And Answers





IV. Closing Remarks



- Questions and Answers will be address in the form of an Addendum and/or Informational Update.
- The deadline to submit written questions to David Pang is **Tuesday, June 16, 2020.**
- The deadline to submit Form PW-11 to request an RFSQ Solicitation Requirements Review is **Tuesday, June 16, 2020.**
- Request a Jury Service Program Exemption, Form PW-3 is due **Monday, July 13, 2020**
- Due date for Statement of Qualifications (SOQ) submission is **Monday, July 20, 2020.**



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Reminder!!!

Please Check-In By Doing The Following:



- Send an E-mail to David Pang at dpang@pw.lacounty.gov
- Include the following information:
 - Name (First and Last Name)
 - Name of Company
 - Phone Number
 - E-mail address
 - Name of Solicitation: On-Call Safe, Clean Water Program
– Watershed Coordinator Services



Thank You For Attending!



If any questions, please contact David Pang at (626) 458-7167 or email at dpang@pw.lacounty.gov

Or

Danny Medina at (626) 458 – 4080 or email at dmedina@pw.lacounty.gov