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COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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July 29, 2020

IN REPLY PLEASE
REFER TO FILE: **BRC-1**

REQUEST FOR STATEMENT OF QUALIFICATIONS - ADDENDUM 2 ON-CALL SAFE, CLEAN WATER PROGRAM - WATERSHED COORDINATOR SERVICES (BRC0000116)

Thank you for your interest in our Request for Statement of Qualifications (RFSQ) for On-Call Safe, Clean Water Program - Watershed Coordinator Services (BRC0000116). Please note the deadline to submit Statement of Qualifications is **Monday, August 3, 2020, at 5:30 p.m.**

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers.

A. Addendum

1. The Notice has been revised to include the following:

The deadline to submit **Statement of Qualifications (SOQ)** is **Monday, August 3, July 20, 2020, at 5:30 p.m.** **The maximum number of contracts that may be awarded for this RFSQ is twelve. Per PW's sole discretion, the RFSQ may be reopened after the submittal date if the desired number of SOQs are not received under this RFSQ or additional qualified proposers are deemed necessary for Phase 2 of this solicitation.**

Please direct your questions to Messrs. Pang or Medina.

2. Part I, Section 4.E.4.B. has been revised to include the following item:
 - xii. **In the event a WASC member is affiliated with a proposer who submits a SOQ and that proposer is selected for a Watershed Coordinator position, and the proposer executes a contract to hold the Watershed Coordinator position, the WASC member must resign from his/her WASC member seat.**

3. Form PW-19 (Proposer's Compliance with The Minimum Requirements) of the RFSQ is deleted in its entirety and replaced with the following revised form **boldface** and entitled:

- **Form PW-19.1 (Proposer's Compliance with The Minimum Requirements)**

Important: Please use this revised Form PW-19.1, attached hereto as Enclosure A, when submitting your proposal.

4. Form PW-21 (Conflict of Interest Certification Disclosure on Relationship with WASC Members) of the RFSQ is deleted in its entirety and replaced with the following revised form **boldface** and entitled:

- **Form PW-21.1 (Conflict of Interest Certification Disclosure on Relationship with WASC Members)**

Important: Please use this revised Form PW-21.1, attached hereto as Enclosure C, when submitting your proposal.

5. The following information has been added to Scope of Work, Task 2, Identify and Develop Project Concepts:

Goal:

The goal of this task is that project concepts that can fulfill the Program Goals (see Code section 18.04 in Exhibit I) of the Safe, Clean Water Program are identified and developed for consideration by the WASCs.

Outcome:

The outcomes sought in this task include Watershed Coordinators encouraging and supporting interested project proponents to identify and develop project concepts, evaluating potential partnerships with other entities, and facilitating development of the required letter of non-objection from the municipality with jurisdiction over the project site. Project concepts may be selected by WASCs and forwarded to Technical Assistance Teams, as defined in Code section 18.02 of Exhibit I, Safe, Clean Water Program Ordinances, for development of Feasibility Studies, as defined in Code section 16.03 of Exhibit I, assistance getting projects into existing plans as required in Code 18.07.D.2.b of Exhibit I, and assistance securing an initial letter of support from the municipality in which the proposed project is located.

Watershed Coordinators are responsible for assisting in the development of Stormwater Investment Plans (SIP). Due to potential for conflicts of interest, the WASC may preclude its Watershed Coordinator from submitting their own projects or projects for SIP consideration within their Watershed Area.

6. Exhibit A, Scope of Work, Section R. Additional Responsibilities of the Contractor, Item 3, has been revised as follows:

The use of subcontractors is not allowed to meet any of the experience requirements above. However, the Contractor may be allowed to subcontract only a portion of the work that is not related to the Contractor's experience and capability as Watershed Coordinator. 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. 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. **The Watershed Coordinator may not subcontract services to any individual or entity affiliated with a member of the WASC, ROC or Scoring Committee serving the same Watershed Area absent approval of the Safe Clean Water Program.**

B. Informational Update

QUESTIONS AND ANSWERS TO ON-CALL SAFE, CLEAN WATER PROGRAM-WATERSHED COORDINATOR SERVICES

Questions and answers have been grouped by topic in alphabetical order for your convenience.

ADVERTISEMENT

1. **Question:** I am a member of a WASC. I would like to see the advertisement and circulate it. When are WASC members going to receive copies?

Response: The RFSQ is accessible for download to the public at the following link: <http://dpw.lacounty.gov/brcd/servicecontracts/>

BUSINESS/ENTITY STRUCTURE

2. **Question:** Do I need an LLC for my consulting firm?

Response: An LLC is an eligible entity type to submit a proposal, however it is not a requirement of this RFSQ. The need for an LLC is a business decision to be determined by your firm.

3. **Question:** Is there a preference for a team of consultants?

Response: No. There are no programmatic preferences outside of the RFSQ requirements. The WASCs will make their determination after reviewing the proposers' plan and conducting interview. In addition, keep in mind the County has three preference programs as specified under Part I, Section 1.L., County Preference Programs, for Local Small Business Enterprise (LSBE), Social Enterprise (SE), and Disabled Veteran Business Enterprise (DVBE). 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 of July 20, 2020 at 5:30pm.

4. **Question:** Are solo candidates included in the mix and, if so, do they need to have an LLC?

Response: Sole proprietors will be equally evaluated by the requirements of the RFSQ as other entities submitting a proposal. In regard to LLC, please see the response to question No. 2.

5. **Question:** Are firms preferred over individuals?

Response: No. There is no preference for any entity type over any another entity type.

6. **Question:** Can an individual coordinator apply via more than one category as a vendor, i.e. as an individual and/or as a member of a non-profit team and/or as a candidate that is part of a larger environmental consulting firm or must a coordinator pick one of these three categories?

Response: An individual must select one of those categories when submitting an SOQ for each Watershed Area. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be

considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQ in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQ or future SOQ on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

7. **Question:** Can an individual candidate be part of multiple applications for the same watershed? (i.e. non-profit and / or an LLC and/or an environmental consulting firm)?

Response: No. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs, in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

8. **Question:** If one firm is bidding on multiple projects, can the firm reply for all projects in one proposal or will the firm have to apply separately for each watershed area?

Response: If submitting for multiple watershed areas, you must submit one SOQ with the appropriate Form PW-2 as indicated in Addendum 1, and separate Work Plan section for each respective watershed area. In addition, complete Form PW-20 by indicating the Watershed Area(s) the submission is for.

9. **Question:** Is there a preference for having a single person (whether an individual or an employee of a firm) fulfill all of the watershed coordinator roles rather than having a team of individuals fulfill the roles for each watershed?

Response: No, there are no programmatic preferences outside of RFSQ requirements. There is no preference for any entity type over any another entity type. The WASCs will make their determination after reviewing the proposers' plan and conducting interview.

10. **Question:** Can a watershed coordinator be submitted under different entities?

Response: No. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

11. **Question:** Can you confirm that an individual can be included in multiple SOQS?

Response: No. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs, in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

However, please note a firm may submit one SOQ for multiple areas. As stated in Part I, Section 4.E.b.ix: A Proposer entity with multiple personnel may be assigned to more than one WA if selected. The WC from a firm assigned to one WA cannot be assigned to another WA. The WC assigned to the second WA must be a different person from the firm.

12. **Question:** I want to increase my chances of award and will submit as an LLS, but i am also being solicited by other cbo's. Can i be included in all of those SOW's?

Response: No. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more

than one SOQ for the work contemplated may cause the rejection of all SOQs, in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

13. **Question:** Does an individual need to form an LLC or other form of business structure, or is simply getting a business license and registering as a vendor sufficient?

Response: In addition to providing a business license number and a County WebVen number, a firm must indicate as specified on Form PW-1, Verification of Proposal, the Proposer's form of business entity: Sole proprietor, corporation, Non-profit corporation, a general partnership, a limited partnership, a joint venture, or limited liability company. Please also note you must provide your IRS Tax ID number.

14. **Question:** Do we need to obtain an LA County Business License?

Response: It is the firm's responsibility to determine if a business license is required for their business operations under this contract. As stated in Part II, Exhibit B, Section 2.F.1: Compliance with Applicable Laws: In the performance of this Contract, Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies, procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

15. **Question:** Confirming that non-profits can apply.

Response: Yes. Non-profits is an eligible entity to submit a proposal, however, please note the firm must meet all requirements of the RFSQ.

16. **Question:** Can you elaborate or provide an example to clarify the statement on section 1.26. Pg 40. Disqualification of Proposers. It states that more than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness.

Response: An example of this is a proposing entity submitting two SOQs using the same IRS tax ID on both submittals. Since a clear identifier for a company is its IRS tax ID, this means the proposing entity is the same for both SOQs and would therefore, cause the rejection of both SOQs. Another example would be two proposing entities who are proposing for Watershed Areas with the same Watershed Coordinator. Since each proposing entity has an interest in more than one SOQ, this also may cause the rejection of all SOQs.

Please note, you are able to submit one SOQ for multiple Watershed Areas, provided you are in compliance with the section in reference.

17. **Question:** Candidates who have been invited by multiple entities to participate need to pick ONE entity, then?

Response: Yes. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs, in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

18. **Question:** Nonprofit A, nonprofit B, and nonprofit C are submitting their individual SOQ for their respective watersheds. Can they each include the same person as in their SOQ? or will they all be disqualified according to "that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs".

Response: Correct. In your example the same individual cannot be included under different entity's submissions. As stated in Part I, Section 3.E., Disqualification of Proposers: More than one SOQ from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one SOQ for the work contemplated may cause the rejection of all SOQs, in which such Proposer has interest on the basis of nonresponsibility and/or nonresponsiveness. If there is reason for believing that collusion exists among the Proposers, such collusion by the participants may be cause for the rejection of their SOQs or future SOQs on the basis of

nonresponsibility and/or nonresponsiveness and may subject such Proposers to debarment.

COMMUNITY BUSINESS ENTERPRISES

19. **Question:** If I qualify as a CBE, do I need to run an ad in a local paper 15 days prior to SOQ submission?

Response: Please carefully review Part 1, Section 1.X, Community Business Enterprise Participation. As stated in that section: All Proposers shall document good faith efforts it has taken to assure that Community Business Enterprises (CBE) are utilized when possible to provide supplies, equipment, technical services, and other services under this contract. Public Works will evaluate the Proposer's good faith efforts to meet the CBE participation goal by reviewing the Proposer's documentation.

20. **Question:** I have a question about the CBE outreach and inclusion requirement. I am both a CBE and LSBE with the County. Do I need to include and actively solicit from other CBE's since I would already meet the 25% goal ? I am wondering how much I am encouraged to do for Item X which starts on page 1.17 through 1.18. If by default I am a CBE and am not required to do items 1-13, please let me know.

Response: Item X, Community Business Enterprise Participation, describes the County's aspirational goal that 25 percent of all County contract dollars shall go to certified CBE. To answer your question, yes, as stated, all Proposers shall document good faith efforts it has taken to assure that CBE are utilized when possible to provide supplies, equipment, technical services, and other services under this contract. Suggested criteria include, but are not limited to, the items listed on pages 1.17-1.18 (Items No. 1-13). Please note Item No.12 is: "Proposer is a certified CBE," therefore, your firm has already achieved this criteria.

21. **Question:** Does the public notice on your website and/or the RFSQ constitute public notice? (re: p.1.17 – Community Business Enterprise Participation)

Response: Yes. In regard to Part I, Section 1.X, Community Business Enterprise Participation, the RFSQ Notice dated May 26, 2020, for this solicitation constitutes public notice.

CONFLICT OF INTEREST

22. **Question:** I work for a local public agency and will be retiring soon. I'm a primary member of the a WASC representing my city. I would like to apply for the Watershed Coordinator position for the watershed that I'm a member of. As a WASC member retiring soon, can I apply for the Watershed Coordinator position for my watershed?

Response: Refer to the general guidance in Enclosure B .

23. **Question:** I work for a local public agency and will be retiring soon. I'm a primary member of the a WASC representing my city. I would like to apply for the Watershed Coordinator position for the watershed that I'm a member of. If so, I understand that I have to recuse myself from voting when this item comes before the Steering Committee. Another City staff, is my alternate. Should I have my alternate to sit on the Steering Committee when the Committee is making a decision on this matter?

Response: Refer to the general guidance in Enclosure B.

24. **Question:** We've read the Conflict of Interest requirements in Section U (PG 1.32) and are inquiring about the County's interpretation of applying for the Watershed Coordinator position while having County Public Works staff on our board of directors." Based on our interpretation, because we are a 501 (c)(3) non-profit organization, this does not seem to constitute a Conflict of Interest. Can you confirm?

Response: Refer to the general guidance in Enclosure B.

25. **Question:** Given the Watershed Coordinator will be involved either directly or indirectly in the vetting of projects funded under various SIPs for each Watershed Area, and given the SIPs contain several projects that ultimately will be developed in phases, can you confirm that Watershed Coordinators will *not* be precluded from participating on any subsequent projects developed under each SIP?

Response: Refer to the general guidance in Enclosure B.

26. **Question:** Based on the previous question, how is this similar or different to the eligibility of industry teams to participate on any or all phases of a project funded by the Safe Clean Water program?

Response: Refer to the general guidance in Enclosure B.

27. **Question:** If a member/employee of an NGO currently sits on a WASC and wishes to be a proposer for one or more coordinator positions, does the WASC member need to resign from the committee or abstain from the selection process, or may they remain on the WASC?

Response: Refer to the general guidance in Enclosure B.

28. **Question:** If a WASC member applies and is selected, are they then precluded from submitting projects? Would this also apply to similarly-situated subcontractors?

Response: Refer to the general guidance in Enclosure B.

29. **Question:** If a WASC member is selected may they vote on other projects?

Response: Refer to the general guidance in Enclosure B.

30. **Question:** May an individual who works for a CBO apply as an individual not affiliated with the CBO?

Response: Refer to the general guidance in Enclosure B. Please also refer to the response to question No. 11.

31. **Question:** Page 53 of the presentation slides references Infrastructure Program or Scientific Studies preclude organizations/coordinators from being part of a team submitting these. Does this preclude from proposing on approved project for final engineering services within a watershed where an entity is employed as a coordinator?

Response: Refer to the general guidance in Enclosure B.

32. **Question:** How will the conflict of interest clause (where WCs cannot participate in Measure W's Infrastructure or Scientific Studies programs) be applied to consultants and others who may subcontract on these? Will it apply only to primes or also to subs? Will it apply to their company or just the staffer? Does this include participation in projects undertaken with Measure W's Local funds? If not, why not?

Response: Refer to the general guidance in Enclosure B.

33. **Question:** How does a contract with PW align with the purpose of watershed coordination to create an inclusive and horizontal body when PW sits on every WASC? Shouldn't the provisions on conflict of interest include PW themselves? Wouldn't it be more equitable for the contract to be with the BOS and to require that contract managers be entirely independent of PW?
- Response:** Refer to the general guidance in Enclosure B.
34. **Question:** Will there be a provision to prevent organizations with members on any WASC or ROC from submitting or sponsoring a submittal? If not, how will that be defensibly justified?
- Response:** Refer to the general guidance in Enclosure B.
35. **Question:** Can we subcontract work- such as community engagement related activities- to people/entities that sit on committees such as WASC, ROC, scoring?
- Response:** Refer to the general guidance in Enclosure B.
36. **Question:** How will decision making on coordinator position maintain diversity of Watershed Coordinators if selections can be made from one firm and multiple employees and watersheds? How will the decisions be balanced? It seems one watershed position should come from one company otherwise there could be bias.
- Response:** Refer to the general guidance in Enclosure B.
37. **Question:** Can we subcontract work- such as community engagement related activities- to CBO's that sit on WASC, ROC, scoring?
- Response:** Refer to the general guidance in Enclosure B. .
38. **Question:** Can a watershed coordinator (non-profit agency) of one region propose implementation projects in a separate watershed region?
- Response:** Refer to the general guidance in Enclosure B.
39. **Question:** Regarding conflict of interest, is there a time limitation? i.e. if a Watershed Coordinator does not renew in years 2, 3 or 4, are they then eligible to submit a project for funding, or subcontract on a project?

Response: Refer to the general guidance in Enclosure B.

40. **Question:** If a WASC steering committee member who is a subcontractor to a project and that steering committee member wins a contract for a watershed coordinator as a subcontractor, will that person have to resign their position as a steering committee member even though that coordinator is not in the same region as the awarded contract?

Response: Refer to the general guidance in Enclosure B.

COSTS AND SCHEDULE OF PRICES (FORM PW-2)

41. **Question:** Does the contractor have to pay for annual and final audits? Does this need to be built into proposed budget?

Response: Yes. As stated in PW-2, Schedule of Prices: The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ. This includes costs for annual and final audits.

42. **Question:** Does contractor have to pay for a bookkeeper?

Response: Please note the use of a bookkeeper is not a requirement as long as the contractor is able to adequately maintain the records. However, if and when a contractor is unable and requires the services of a bookkeeper, per Form PW-2, Schedule of Prices, it is the contractor's responsibility to include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ.

43. **Question:** Can you clarify that costs include facilities rentals for all required events and meetings? And will refreshments and child care at meetings and events be allowable costs?

Response: The property tax revenue is collected and restrictions to the use of the funds apply. Refreshments and child-care are not eligible expenses under these restrictions. These costs cannot be included in your rates on Form PW-2, Schedule of Prices, or as a Pass-Through cost. All events and meetings should be organized through Public Works to take advantage of free County facilities

for County events. Any additional costs for facility rentals should be paid by the WC.

44. **Question:** Does vendor have to pay for insurance? How about for annual audit, or is that done by the County?

Response: Yes, as stated in Part I, Section 1.H, Insurance: The successful Contractor will be required to comply with the indemnification provisions contained in Exhibit B, Section 5, Indemnification and Insurance Requirements. The Contractor will be required to procure, maintain, and provide Public Works proof of insurance coverage for all programs of insurance along with associated amounts specified throughout the entire term of the proposed Contract without interruption or break in coverage.

Yes. As stated in PW-2, Schedule of Prices: The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ. This includes costs for annual and final audits.

45. **Question:** Will there be separate funding for expenses such as online resources (web design, survey tools, etc.), meeting space, childcare, etc? Or will those need to be included in the proposer's quote?

Response: No. All expenses must be included in the proposer's rates on Form PW-2, Schedule of Prices. As stated in PW-2, Schedule of Prices: The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ. Child-care is not eligible expense see Item No. 43. These costs cannot be included in your rates on Form PW-2, Schedule of Prices, or as a Pass-Through cost. All events and meetings should be organized through Public Works to take advantage of free County facilities for County events. See Item No. 43.

46. **Question:** How much money is available annually for these projects?

Response: As provided in the RFSQ notice:

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

Please see the Regional Program descriptions for additional information.
<https://safecleanwaterla.org/regional-program-2/>

47. **Question:** Do we provide overall cost for the entire potential contract period, or do we specify a cost for each potential year of the contract? (Re: p. 1.32 Wages, Materials, and Costs)

Response: Your firm must provide monthly cost and hourly rates on Form PW-2, Schedule of Prices which will determine your firm's Total Proposed Annual Price. If selected for a contract, the Annual Price quoted will apply to the life of the contract which includes each potential optional year of the contract.

48. **Question:** How can we submit a PW-2 for multiple areas?

Response: Please refer to Addendum 1 which includes revised Form PW-2's for each area.

49. **Question:** The comment on PW-2 indicates the distribution of prices across the tasks are estimates. Can you give a sense of the level of flexibility and whether variances will need to be documented or justified?

Response: The comment "It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the

unit prices quoted, if any, will apply to the actual quantities, whatever they may be." Documentation of actual quantities will be required through deliverables and invoices submitted to the County.

50. **Question:** On Form PW-2, it lists 9 tasks and then asks for a monthly total cost to perform tasks #1-#9. Are we required to put the monthly price in the form next to each of the 9 tasks and use those numbers to add up to the monthly cost, or do we just put the monthly cost in the line provided for all 9 tasks combined, without itemizing by task number?

Response: Indicate one monthly cost for all nine tasks combined without itemizing by task number.

51. **Question:** On Form PW-2, there is a line to include the price for "pass-through work". What does this mean?

Response: Please review Part II, Exhibit A, Scope of Work, Item K, Pass-Through Cost which states in part: County recognizes that during the term of this Contract, there may be needed modifications to the work resulting from causes that are beyond the control of the Contractor and have not been identified elsewhere in this Contract.

52. **Question:** How should we submit the Schedule of Prices (form PW-2) When applying for an entire region with multiple WC's? i.e. For Upper LA do we submit one form for the entire WASC or submit 3 separate ones?

Response: Each application is considered for one Watershed Coordinator contract and the Schedule of Prices should reflect the work of one Watershed Coordinator. Upper LA has three Watershed Coordinators and will be considering each application separately. If submitting for multiple watershed areas, you must submit one SOQ with a separate Form PW-2 as indicated in Addendum 1 and separate Work Plan section for each respective watershed area. Complete Form PW-20 by indicating the Watershed Area(s) the submission is for.

If submitting proposals for all three contracts for Upper Los Angeles River, you must complete three separate Form PW-2.8.

53. **Question:** Pricing is based on tasks, on a monthly basis...is proposer to assume equal weight to all tasks over the first year.

Response: Work performed is billed at the hourly rate from the Schedule of Prices. The assignment of price per task on the Schedule of Prices and the monthly billing for tasks or work performed during the preceding month is the responsibility of the proposer.

54. **Question:** Do the costs on form PW-2 need to include an estimate of subcontractor costs? Or, since we don't know how subcontractors are going to have to be used, are subcontractors related to pass-through costs?

Response: Yes, as stated in PW-2, Schedule of Prices: The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ. This includes subcontractor costs. There is no additional payment or funding to cover your subcontractor costs. You will continue to be paid for services at the rates quoted on your firm's PW-2, Schedule of Prices for the term of the contract.

The pass-through costs should not be mistaken with cost of subcontractors. To clarify pass-through costs, please review Exhibit A, Scope of Work, K, Pass-Through Cost.

EVALUATION PHASE ONE: PASS/FAIL

55. **Question:** In regard to the pass/fail part of the evaluation will there be an opportunity to clarify any apparent gaps?

Response: No. However, please note as stated in Part I, Section 4.C.5.: The County, in its sole discretion, may elect to waive any error or informalities in the form of a SOQ or any other disparity if, as a whole, the SOQ substantially complies with the RFSQ's requirements. Please note, any proposer that does not meet the Minimum Mandatory Requirements or threshold score may resubmit after one year.

56. **Question:** Who at PW will be doing the first level review of applications and what experience qualifies them to perform this review?

Response: It is Public Works responsibility to assign the members for the evaluation committee and will take due diligence to assign qualified evaluators per County's established contracting procedures.

EVALUATION PHASE TWO: WASC INTERVIEW

57. **Question:** Will all qualified vendors / candidates be put on the list that is submitted to the WASCs?

Response: Yes. As stated in Part I, Section 4.E. Evaluation Criteria: All proposers that have been placed on the Qualified Contractor list resulting from the Phase One evaluation will be presented to the applicable WASC for an interview and further selection.

58. **Question:** Is Los Angeles County Department of Public Works considering hiring a large consulting firm to manage / hire all 12 coordinators?

a. If a large firm with a number of 12 potential coordinators is hired by the county, can WASCs still pick and choose from the larger list of vendors or must they go with the large firm's coordinators? (This is how I read the contract, but I am looking for clarity.)

Response: No, a large firm with a number of 12 potential coordinators will not be hired to manage or hire the Watershed Coordinators. The evaluation process of this RFSQ will determine the 12 Watershed Coordinators. As stated in Part I, Section 4.E, Evaluation Criteria: All proposers that have been placed on the Qualified Contractor list resulting from the Phase One evaluation will be presented to the applicable WASC for an interview and further selection. Please note, a firm may be selected for more than one watershed area, but the firm's representative that was selected must be associated with the watershed area in which they were selected.

GENERAL

59. **Question:** Will there be multiple addendum? Can early questions get answered early, and late questions answered late?

Response: Addendum 1 has already been released and there may be additional addendums and/or informational updates. All questions and answers have been

included in this informational update. Any future addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

INSURANCE

60. **Question:** Does LADPW have a preferred insurer?

Response: No. As stated in Part I, Section 2.A.9., Insurance: Proposer will procure, maintain, and provide Public Works with proof of insurance and coverage as specified by this Request for Statement of Qualifications throughout the entire term of the proposed Contract, without interruption or break in coverage. For more information regarding insurance requirements please review Exhibit B, Section 5, Indemnification and Insurance Requirements.

61. **Question:** To confirm, I do not need to acquire insurance prior to submission of SOQ?

Response: No. As stated in Part I, Section 2.A.9., Insurance: Submit completed and signed Form PW-15, Proposer's Insurance Compliance Affirmation, acknowledging that the Proposer will comply with all provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Statement of Qualifications if awarded the Contract.

62. **Question:** For a sole proprietor using his own car do you expect commercial auto insurance or will a personal policy which meets the coverage amounts suffice?

Response: Please refer to the requirements in Exhibit B, Section 5.F.2, Automobile Liability which states:

Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or nonowned autos, as each may be applicable.

In addition, please refer to Exhibit B, Section 5.D.2.b. which states in part:

The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract.

63. **Question:** What documentation is required in the SOQ with respect to insurance. I do not have the business insurance now, but have been in touch with my agent on the requirements so I can turn on the policies if I get a contract.

Response: You must complete and submit Form PW-15, Proposer's Insurance Compliance Affirmation, with your SOQ submission.

LOBBYIST ORDINANCE

64. **Question:** Regarding the lobby ordinance section, I have numerous elected officials who would be happy to be on the list of recommenders for my company in this role. Is that permitted?

Response: Please refer to Part I, Section 3.A.I., Notice to Proposers Regarding the County Lobbyist Ordinance, which states: As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of the ordinance is not contained in this RFSQ. Each person, corporation, or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code, Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyist. The Proposer's signature on the SOQ submission is its certification that it is in full compliance with Los Angeles County Code, Chapter 2.160. See Attachment 3 regarding County Lobbyist. Please also see response to question No. 98.

MANDATORY MINIMUM REQUIREMENTS

65. **Question:** Minimum qualifications must be in-house, not in your subs. Did I hear that part right?

Response: Yes. As stated in Part I, Section 1.B, 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 or community outreach. The Contractor must inform Public Works in advance of any planned subcontractor use, obtain Public Works' approval, and meet all contract requirements for the use of subcontractors.

66. **Question:** Given that the solicitation was delayed for many months, can there be consideration for experience that is now a little more than two years old?

Response: No modification will be made to the RFSQ's Minimum Mandatory Requirements.

67. **Question:** Does a firm applying to be a Watershed Coordinator need to have all qualifying team members actually hired prior to submitting, or could they commit to hiring that person(s) and then bring them on payroll following being awarded a Coordinator slot?

Response: No. As stated in the Notice and Part I, Section 1.B, under Minimum Mandatory Requirements and Subcontracting, it states "At the time of proposal submission, proposers must meet all minimum requirements set forth in the RFSQ document."

MEASURE W

68. **Question:** Which of Measure W's programs and funds will the Watershed Coordinators be communicating about in the outreach to be done with communities, municipalities and others to identify projects?

Response: The Watershed Coordinator is responsible for building capacity for the Regional Program; however, this individual is also connecting with municipalities that may use their SCW Municipal Program funds as leveraging and may disseminate information provided by the District's Stormwater Education Programs. The Watershed Coordinator is uniquely situated to bring communities, cities, as well as funding sources together for optimal implementation of stormwater capture projects.

69. **Question:** Which of Measure W's program funds will be available to potential new project proponents?

Response: Project proponents with a project idea or concept identified by the Watershed Coordinators would apply for funding through the Technical Resources Program. <https://safecleanwaterla.org/regional-program-2/>

NOTIFICATION OF AWARD

70. **Question:** Additionally, when will awards be public and when will work on the project officially commence?

Response: Upon Los Angeles County Board of Supervisor approval, the awards will be posted on the www.safecleanwaterla.org website. Work will commence when the contract has been executed by all parties.

71. **Question:** When do you plan on informing watershed coordinators that they have been selected for the position?

Response: Selected watershed coordinators will be notified once Phase Two of the evaluation process is completed. Proposers that are not recommended will also be notified. Upon approval of the selected contracts by the Los Angeles County Board of Supervisors, the Watershed Coordinators will be informed, and contracts will be duly executed.

PASS-THROUGH COSTS

72. **Question:** Can you provide examples of the duties or tasks that are expected in the 10hrs per month pass-through work?

Response: Please review Part II, Exhibit A, Scope of Work, Item K. Pass-Through Cost, which states in part: County recognizes that during the term of this Contract, there may be needed modifications to the work resulting from causes that are beyond the control of the Contractor and have not been identified elsewhere in this Contract. The Contractor shall obtain Contract Manager's approval of the work/task to be performed and cost, in writing, prior to commencing of any work.

PREFERENCE PROGRAMS (LA COUNTY LSBE, DVBE, SE)

73. **Question:** I applied by mail to register my consultant business in Santa Monica but there will be delays in processing due to protests. Thus, I anticipate that there may be delays in registering as a woman-owned business and as a Social Enterprise, does that impact a consultant's standing in applicant pool and/or budget?

Response: The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the County's Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. Public Works' LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

As stated in the RFSQ, Part I, Section 4.E.1, Proposed Price: To the extent permitted by State and Federal law, should one or more of the bidders qualify for the County's Preference Programs stated in Part I of Form PW-9, Request for County's Preference Programs Consideration and CBE Firm/Organization Information Form, the price component points will be adjusted prior to scoring as follows: 15 percent of the lowest price proposed will be calculated, which shall not exceed \$150,000, and that amount will be deducted from the prices submitted by all LSBE, DVBE, or SE Bidders who requested and were granted the LSBE, DVBE, or SE Preference Programs. The LSBE, DVBE, or SE Preference Programs will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount.

You must be certified as an LSBE, DVBE, or SE at the time of proposal submission to qualify for the preference. If you believe you qualify for the Preference and are not yet certified, you must register right away in order to meet the proposal submission deadline.

74. **Question:** I may or may not qualify for the Local Small Business Enterprise program. If I do (still exploring this,) does the 15% budget mean that the applicant can request 15% more than the total sum allocated or is that built into the budget or...?

Response: No, the applicant cannot request 15 percent more than the total sum allocated. As stated in the RFSQ, Part I, Section 4.E.1., Proposed Price: The LSBE, DVBE, or SE Preference will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount. Please refer to the response for question No. 73 for additional information.

75. **Question:** Do non-profits have the ability to get the same 15% credit as woman-run/woman-owned and/or as Social Enterprise businesses? How do they qualify?

Response: Only firms certified as a LSBE, SE, or DVBE qualify for this preference. Please review Part I, Section 1.L, County Preference Programs, for information on how to qualify. 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 of July 20, 2020 at 5:30pm

76. **Question:** To clarify, the 15% bump for which SE and minority/woman owned businesses qualify does NOT mean that the total tab can be greater than 100K or 230K rather that they get the same rating as if they were only charging 170K or 85K?

Response: To clarify, only firms certified as a LSBE, SE, or DVBE qualify for this preference. Please review Part I, Section 1.L, County Preference Programs, for information on how to qualify. In regard to the 15 percent preference, correct, as stated in Part I, Section 4.E.1., Proposed Price, the LSBE, DVBE, or SE Preference Programs will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount.

77. **Question:** Are environmental non-profits "an SE business?"

Response: Firms that are environmental non-profits may qualify as an SE. Please note Public Works does not certify any entity as an SE and it is the responsibility of the Department of Consumer and Business Affairs (DCBA). For more information please review Part I, Section 1.L.2, of RFSQ.

We encourage you to contact the DCBA as soon as possible in order to qualify for the preference. Please note you must be certified as an SE at the time of proposal submission to qualify for the preference. 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.

78. **Question:** Can a non-profit register as a Social Enterprise?

Response: Please see the response to question No. 77 above.

PRESENTATION/OPTIONAL CONFERENCES

79. **Question:** Will this presentation be available online?

Response: Yes, it is posted on the Safe, Clean Water Program Website at the following link: <https://safecleanwaterla.org/notice-of-request-for-statement-of-qualifications/>

80. **Question:** I wanted to participate in today's Safe Clean Water Program's Watershed Coordinator RFP proposer's conference but had technical difficulties in doing so unfortunately. I wanted to see if you can please provide me with a summary of the discussion and a list of who was able to join?

Response: The Proposers' Conference Presentation Slides and Recording of the session is available at the Safe, Clean Water Program website at the following link: <https://safecleanwaterla.org/notice-of-request-for-statement-of-qualifications/>. The Attendance roster is for us to send out information regarding the solicitation.

81. **Question:** Can we get a list of attendees at the conferences including their contact information?

Response: Since the Proposers' Conference presentations were not mandatory, Public Works does not intend to post the participant lists.

82. **Question:** Will this presentation be made available online?

Response: The Proposers' Conference Presentation Slides and Recorded session is available on the Safe, Clean Water Program Website at the following link: <https://safecleanwaterla.org/notice-of-request-for-statement-of-qualifications/>

83. **Question:** Hello, I am still in the learning process for this program, and I'm gathering as much information to a proposal in a future cycle. Would you like for me to "Sign-in" via email or is this for those already preparing to submit proposals?

Response: No, it is not necessary. "Signing-In" was only for those who attended the optional proposer's conferences.

84. **Question:** What is the link to your youtube posting for yesterday? Thank you.

Response: The Proposers' Conference Presentation Slides and Recording of the session is available at the Safe, Clean Water Program website at the following link: <https://safecleanwaterla.org/notice-of-request-for-statement-of-qualifications/>.

PRICE EVALUATION

85. **Question:** Does the contractor need to low-bid to compete?

Response: As stated in the RFSQ: The first phase of evaluations of SOQs for each of the nine Watershed Areas (WA) will result in a Qualified Proposer List. Under Phase One, Public Works will evaluate the Proposers' price, experience, work plan, and performance history references. Proposers who score above the threshold of 50 points for the specific Watershed Areas (WA) will be placed on the respective Qualified Proposer List for that particular WA and will proceed to Phase Two of the evaluation process.

A low bid in the price category may result in a higher score for the Price category, however, since there are several categories that will be evaluated, it is unknown how significant a low-bid in the price category will impact your final score for Phase One.

86. **Question:** Will a lower bid win or a more qualified / more compelling applicant win?

Response: This is not a low-bid solicitation. The price category is 10 percent of the overall scoring for Phase One. Please review Part I, Section 4.E, Evaluation Criteria.

87. **Question:** Will highest bid applicants be excluded or dropped out?

Response: Highest bid proposers will not be excluded. However, price is one of four categories that will be evaluated under Phase One as specified in Part I, Section 4.E, Evaluation Criteria. Under Phase One, Public Works will evaluate the Proposers' price, experience, work plan, and performance history references. Proposers who score above the threshold of 50 points for the specific Watershed

Areas (WA) will be placed on the respective Qualified Proposer List for that particular WA and will proceed to Phase Two of the evaluation process.

In addition, please note your SOQ may be disqualified if the proposed annual amount exceeds the limits as specified in Part I, Section B, Minimum Mandatory Requirements, Item a.5.

88. **Question:** Will the lowest bid be prioritized?

Response: Please see response to question No. 86 above.

89. **Question:** Will a mixed pool of bid prices be included in the applicant pool sent to the WASC groups?

Response: Please see response to question No. 86 above.

90. **Question:** I would appreciate more detailed explanation of determination of the up-to 10 points to be scored under Proposed Price. Thank you.

Response: As stated in Part I, Section 4.E.1., Proposed Price:

The proposed price should accurately reflect the Proposer's cost of providing the required products and services and any profit expected during the Contract term. Prior to scoring, the proposed prices must be adjusted in accordance with the LSBE, DVBE, or SE Preference Programs, as applicable.

LSBE, DVBE, or SE Preference Programs: To the extent permitted by State and Federal law, should one or more of the bidders qualify for the County's Preference Programs stated in Part I of Form PW-9, Request for County's Preference Programs Consideration and CBE Firm/Organization Information Form, the price component points will be adjusted prior to scoring as follows: 15 percent of the lowest price proposed will be calculated, which shall not exceed \$150,000, and that amount will be deducted from the prices submitted by all LSBE, DVBE, or SE Bidders who requested and were granted the LSBE, DVBE, or SE Preference. The LSBE, DVBE, or SE Preference will not reduce or change the Proposer's payment, which is based on the Proposer's bid amount.

Subject to such adjustment(s), the lowest Total Adjusted Proposed Annual Price quoted in the Schedule of Prices (Form PW-2) will receive the full weight of this evaluated item. Other Proposals will receive a prorated score calculated as follows: divide the lowest Total Adjusted Proposed Annual Price by each other

Proposer's Total Adjusted Proposed Annual Price and multiply the result by the maximum possible points for this evaluation criterion. The Proposal with the lowest Total Adjusted Proposed Annual Price may not necessarily be awarded a Contract.

For example: Public Works will compare the Proposer's Annual Total Cost to perform the work described in the Tasks #1 - #9 quoted in Form PW-2 with other Proposer's Annual Total Cost quoted in Form PW-2. The Proposer with the lowest proposed Annual Total Cost quoted in Form PW-2, will receive the full weight of this evaluated item (10 points). Other proposals will receive a prorated score calculated as follows:

- a. Divide the lowest Total Adjusted Proposed Annual Price by each other Proposer's Total Adjusted Proposed Annual Price, and
- b. Multiply the result by the maximum possible points (10 points).

For example, four proposals of \$180,000, \$170,000, \$160,000, and \$150,000 might be submitted.

- i. \$150,000. is awarded 10 points
- ii. $\$150,000/\$160,000 \times 10 \text{ points} = 9.38 \text{ points}$
- iii. $\$150,000/\$170,000 \times 10 \text{ points} = 8.82 \text{ points}$
- iv. $\$150,000/\$180,000 \times 10 \text{ points} = 8.33 \text{ points}$

91. **Question:** Explain how costs will be scored based on comparative weighting versus other proposals.

Response: Please see response to question No. 90 above.

QUALITY ASSURANCE PROGRAM

92. **Question:** On p. 1.2, item 7B, what is meant by inspection? In construction, inspections are associated with physical projects. What is the inspection that applicants are to propose?

Response: In regard to Part I, Section 2.A.7.b, under Quality Assurance Program, inspection in this context is referring to the Proposer's Quality Assurance Program (Program) that will be utilized by the Proposer as a self-monitoring tool to ensure that these services are performed in accordance with Public Works' Contract requirements and recommendations

93. **Question:** In the Work Plan section (p. 1.38-1.39) there is discussion of the Quality Assurance Program and the requirement to designate a “qualified inspector.” What constitutes a Qualified Inspector? Can it be someone in our firm, or does it have to be someone outside our firm?

Response: It is your firm’s responsibility to designate a “qualified inspector.” As stated in Part I, Section 2.A.7., Quality Assurance Program: The SOQ shall document the name, authority, relevant experience, and qualifications of the person with overall responsibility for the inspection system. It is at your firm’s discretion to designate someone in your firm or a subcontractor.

REFERENCES

94. **Question:** Can we list references under a different entity?

Response: No. References must be for the entity submitting the SOQ.

95. **Question:** Should all performance references be for the main proposer, or can any be references for the named subcontractor?

Response: No. References must be for the main proposer submitting the SOQ. References for subcontractor are not needed.

96. **Question:** Can we list references for experience served under a different entity?

Response: No. The references must be for the entity submitting the SOQ.

97. **Question:** Can we list references on form PW-13 for experience served under a different entity?

Response: Please see the response to question No. 96 above.

98. **Question:** Is there space for a Letters of Support?

Response: Yes. As stated in Part I, Section 2.A.12: Additional Information, Additional information that is not presented elsewhere and is essential to a fair evaluation must appear in the last section of the SOQ and be labeled "Additional Information." If there is no additional information the Proposer wishes to present, this section will consist of the statement: "There is no additional information we wish to present."

99. **Question:** Can we submit multiple Letters of Support with the proposal to support the applicant?

Response: Please see the response to question No. 98 above.

SCOPE OF WORK

100. **Question:** Is the North Santa Monica Bay project (\$100,000 per year) going to have the same time commitment requirements as the watershed coordinator positions that pay \$200,000 or will it be at half the time obligation of that of the larger watershed coordinators?

Response: With a maximum annual amount of \$100,000, the Watershed Coordinator in the North Santa Monica Bay Watershed Area is expected to have a lesser commitment than the larger Watershed Areas.

101. **Question:** Funding coordination task specifies leveraging private funding. Is that a requirement? (both in terms of experience and as a deliverable)

Response: Yes, the proposer must collectively 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. Leverage fund is also listed as Task 7 in Exhibit A.

102. **Question:** Do you anticipate needing written translation and oral interpreting services within the Scope of Work of this project?

Response: One of the responsibilities of the Watershed Coordinator is to build capacity in the community in which they serve. If the watershed area has a need for written translation and oral interpreting services, it should be included in the proposal to best achieve communication with their residents of that area. Please note the use of written translation and oral interpreting services is not a requirement as long as the contractor is able to adequately provide these services. However, if and when a contractor is unable and requires written translation and oral interpreting services, per Form PW-2, Schedule of Prices, it is the contractor's responsibility to include all administrative costs, labor, supervision, overtime, materials, mileage, transportation, taxes, equipment, and supplies unless stated otherwise in the RFSQ.

103. **Question:** Are you requiring submitting vendors or individuals to demonstrate the ability to provide language services either directly or via subcontractors?

Response: A proposer is not required to demonstrate the ability to provide language services. One of the responsibilities of the Watershed Coordinator is to build capacity in the community in which they serve. If the watershed area has a need for written translation and oral interpreting services, it should be included in the proposal to best achieve communication with their residents of that area. The Watershed Coordinator will be expected to provide language services either directly or via subcontractor indicated with the submission.

104. **Question:** On page A-10 Hours and Days of Service, the work hours do not allow for the likely event of community meetings occurring in the evenings. Can this requirement be modified?

Response: In the event of a community meeting that occurs during the evening, the solicitation references that work hours and days may be altered, when necessary, with the approval of the Contract Manager. Refer to Exhibit A, Section E, Hours and Days of Service.

105. **Question:** Will WCs be required or encouraged to disseminate PW-approved educational materials? (based on the current Water 4 LA campaign, that would be problematic).

Response: Yes, the Watershed Coordinator will be required and encouraged to disseminate PW educational materials. Water for LA (www.waterforla.com) is a program to transform LA County residents from passive water consumers to empowered and informed water advocates dedicated to sustainability and health for all.

106. **Question:** Do Watershed Coordinators need to develop any communications material or will it all be provided by the county?

Response: Watershed Coordinator is expected to identify, develop, and seek PW approval for communication materials specific to their watershed area, as well as disseminate materials developed by PW.

107. **Question:** What duties do you expect from the cost share partners 10hrs/month?

Response: Cost-share partners are entities interested in cost-sharing for the implementation of the Safe, Clean Water Program. For example, a local water agency, conservancy, or transportation agency may want to supplement funding for a Safe, Clean Water Program project using agency funds or grants. The Watershed Coordinators is responsible for identifying entities that may have leveraging funds for projects within their watershed area; these entities are the cost-share partners. Cost-share partners do not have duties. Please carefully review Exhibit A, Scope of Work, Section D, Work Description, Task 6 – Cost-share Partners.

108. **Question:** Regarding performance on a month to month basis, how will your department measure the success of the coordinators efforts? Task by task, each month as goals may be a moving target?

Response: Billing is handled on a month-to-month basis, the Contractor bills upon completion for the tasks or work performed during the preceding month. Work performed is billed at the hourly rate from the Schedule of Prices. In addition, Monthly Progress Reports are used to detail the activities carried out by the Watershed Coordinator. These invoices and reports are reviewed by the Contract Manager in coordination with the WASC as applicable. Please also review the SIXTH paragraph of the sample agreement.

109. **Question:** Scope of Work: beyond the number of meetings and outreach events required, is there an expectation as to the volume of communities reached and/or projects generated?

Response: The number of meeting and outreach events are the expected requirements at this time. The Watershed Coordinator is expected to build capacity in the watershed area they are assigned with an emphasis on the disadvantaged community areas.

STATEMENT OF QUALIFICATIONS PREPARATION

110. **Question:** Can applicants obtain a sample watershed coordinator work plan?

Response: No, since this is a new solicitation, there is no prior sample watershed coordinator work plan available.

111. **Question:** Are there any Los Angeles County Department of Public Works watershed coordinator work plans on file online?

Response: See response to question No. 110 above.

112. **Question:** Can I reach out to past county watershed coordinator consultants (if any) for advice?

Response: See response to question No. 110 above.

113. **Question:** Can candidates see a sample work plan from Los Angeles County Department of Public Works? Could this be posted online?

Response: No. This is a new solicitation, therefore, there is no prior sample work plan available.

STATEMENT OF QUALIFICATIONS SUBMISSION

114. **Question:** Can you provide a fillable PDF?

Response: No. Fillable PDF forms are not available.

115. **Question:** Will SOQ Preparation and Submission section A. requirement be updated to reflect that all SOQs will be submitted electronically? It currently reads, "SOQs shall be bound and presented in the sequence, with content tabbed and paginated in the format stated below."

Response: No, the proposal already directs SOQs will be submitted electronically. In regard to the paragraph referenced, no change will be made. Please disregard language regarding binding. Tabbing and pagination is still required on your electronic submittal.

116. **Question:** Submitting via BidExpress requires use of a Windows computer, and our company uses Macs. (Specifically, per BidExpress support team, the sign in tool requires installation in Internet Explorer or on a Windows machine. The SOQ requirements state that "a new registration page must be signed, notarized, and received by BidExpress Customer Support for processing" – this requires Windows.) Would staff (Mr. Pang or Mr. Medina) be able to accept submissions to their email address via Hightail (formerly You Send It) in order to send larger files, as would be possible with BidExpress?

Response: Proposals are also accepted via E-mail to Messrs. David Pang at dpang@pw.lacounty.gov or to Danny Medina at dmedina@pw.lacounty.gov.

SUBCONTRACTORS

117. **Question:** If the prime has a technical consultant – not identified as the coordinator – can that technical sub offer consultation for more than one WASC without being considered a COI?

Response: Yes, the subcontractor may subcontract in multiple Watershed Areas. However, please note, as stated in Part I, Section 1.B, Minimum Mandatory Requirements and Subcontracting: 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 or community outreach. Please also review the responses to question No. 118-125 below.

118. **Question:** Can we subcontract work to WASC?

Response: WASCs are not contractors, therefore, are not an entity that can accept subcontract work. The WASC does not have capacity to assign subcontract work. The WASC allocates funds to the eligible subprograms of the Regional Program: Infrastructure, Technical Resources and Scientific Programs. Subcontractors are not hired directly by the WASC. Please also refer to the general guidance in Enclosure B.

119. **Question:** Is it possible to have more than one subcontractor during the initial application, and/or once the contract has been awarded?

Response: Yes, you may have more than one subcontractor as part of your SOQ submission. As stated in Part I, Section 1.B, 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 or community outreach. The Contractor must inform Public Works in advance of any planned subcontractor use, obtain Public Works' approval, and meet all contract requirements for the use of subcontractors.

Subcontractors may also be added once contract has been awarded at the discretion of Public Works. However, please note you will continue to be paid at the rates quoted on your firm's PW-2, Schedule of Prices for the term of the contract. In addition, Subcontractor's must complete and submit Subcontractor forms to Public Works and obtain approval before any Subcontract work may begin.

120. **Question:** During the conference it seemed to me that certain people were using "partnering" interchangeably with "subcontracting." Would you be so kind as to clarify levels of possible participation?

Response: This RFSQ only recognizes Contractors and Subcontractors.

As stated in Exhibit B, Service Contract General Requirements, Section 1.B, Definitions:

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a Subcontract nor a direct employee relationship.

Please note, the use of subcontractors to meet the Minimum Mandatory Requirements is not allowed. In addition, Employee Leasing is prohibited under this contract.

121. **Question:** Is there a percentage of work that the prime must retain when splitting the work with other subconsultants?

Response: No. However, as stated in Part I, Section 1.B, 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 or community outreach. The Contractor must inform Public Works in advance of any planned subcontractor use, obtain Public Works' approval, and meet all contract requirements for the use of subcontractors.

122. **Question:** Do any potential future subcontractors need to be identified at the time of application?

Response: No. Subcontractors may be added once contract has been awarded at the discretion of Public Works. However, please note you will continue to be paid at the rates quoted on your firm's PW-2, Schedule of Prices for the term of the contract. In addition, Subcontractor's must comply with the contract's insurance requirements, complete and submit Subcontractor forms to Public Works, and obtain approval before any Subcontract work may begin.

123. **Question:** If the need arises, can subcontractors be added after the contract award if needed?

Response: Yes. Subcontractors may be added once contract has been awarded at the discretion of Public Works. However, please note you will continue to be paid at the rates quoted on your firm's PW-2, Schedule of Prices for the term of the contract. In addition, Subcontractor's must comply with the contract's insurance requirements, complete and submit Subcontractor forms to Public Works, and obtain approval before any Subcontract work may begin.

124. **Question:** Can you please clarify the subconsultant restriction and limitation? I believe it was stated that the proposer cannot have a sub that does the same work or has the same qualifications as the Watershed Coordinator requirements?

Response: As stated in Part I, Section 1.B, 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 or community outreach. The Contractor must inform Public Works in advance of any planned subcontractor use, obtain Public Works' approval, and meet all contract requirements for the use of subcontractors.

The subcontractor will not be approved to carry out tasks that are responsibilities of the Watershed Coordinator, for example, the subcontractor may be approved for translating community outreach materials but not approved to conduct the community engagement event.

125. **Question:** Can one watershed coordinator be a subcontractors to another watershed coordinator?

Response: Yes. However, the watershed coordinator is expected to be equivalent to a full-time position and is expected to meet the full obligation as described in the scope of work. Any additional work must be done outside of the full-time equivalent expectations of the contract.

SUBMITTING FOR MULTIPLE AREAS

126. **Question:** Can you clarify more than one individual cannot be in more than one area?

Response: Correct, the Watershed Coordinator work is considered equivalent of a full-time position and one individual cannot hold more than one Watershed Coordinator full-time positions.

As stated in Part I:

- 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 WA.
- 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 WA or staffing a separate Watershed Coordinator position.

127. **Question:** However, a firm can submit for multiple areas?

Response: Yes. A firm's SOQ may be for multiple areas. As stated in Part I, Section 4.E.b.ix: A Proposer entity with multiple personnel may be assigned to more than one WA if selected. The WC from a firm assigned to one WA cannot be assigned to another WA. The WC assigned to the second WA must be a different person from the firm. The firm is expected to present one individual or team of individuals for each full-time position that it holds.

128. **Question:** Can you clarify that a single individual/firm cannot represent more than one sub-region?

Response: An individual cannot be awarded in more than one Watershed Area. A firm may be awarded more than one Watershed Area if they have identified more than one individual on their staff to perform the work for each Watershed Area.

129. **Question:** Can you apply for more than one region at the same time and be interviewed by the different WASC? How would it work if the one watershed coordinator gets selected by more than one WASC?

Response: Yes, you can submit an SOQ for more than one watershed area. As stated in Part I, Section 4.E.b.vii: In the event, the same proposer is selected to serve as the Watershed Coordinator for more than one Watershed Area, the County will determine the location of the assigned Contract work, in consultation with the WASC and proposer.

130. **Question:** Can a person apply for more than one watershed area, knowing that they can be selected for only one watershed area?

Response: Yes, a person may apply for more than one Watershed Area.

131. **Question:** If one firm would like to submit a proposal for more than one Watershed area, can that firm submit one set of qualifications and indicate which areas it is seeking, or is it necessary to submit a set of quals for each watershed area?

Response: If submitting for multiple watershed areas, you must submit one SOQ with a separate Form PW-2, as indicated in Addendum 1 and separate Work Plan section for each respective watershed area. Complete Form PW-20 by indicating the Watershed Area(s) the submission is for.

132. **Question:** If a firm submits for a watershed coordinator position in one watershed area, can the firm pursue project work from other watershed areas?

Response: Yes, however, the Watershed Coordinator position is a full-time position; any additional project work submitted to a different watershed area must be performed outside the 40-hours per week required by the contract.

133. **Question:** If we have a team of watershed coordinator's for Upper LA or Central Santa Monica- do we submit one proposal or multiple? a schedule of price (pw-2) for each coordinator or one?

Response: If one firm is applying for multiple watershed areas, each respective watershed area will require a separate Form PW-2 as indicated in Addendum 1 and a separate Work Plan section. Complete Form PW-20 by indicating, which Watershed Area your firm is submitting for. Each Watershed Coordinator position (three for Upper LA and two for Central Santa Monica Bay) is considered

separately; the team would need to submit the required documents with identified individual for each position in the watershed area (i.e., three submissions for Upper LA or two submissions for Central Santa Monica Bay).

TECHNICAL ASSISTANCE TEAMS

134. **Question:** Who is on the Technical Assistance Teams? Have these teams been created yet? If not, who will be appointing the members?

Response: Technical Assistance Teams are provided by the District to develop Project Concepts into a Feasibility Study that may apply for the Infrastructure Program. Please see the website for additional information: <https://safecleanwaterla.org/technical-assistance-teams/>

WATERSHED COORDINATORS

135. **Question:** Can you clarify that watershed coordinators can still be part of other project teams in other watershed that they are not coordinating?

Response: As stated in Part I, Introduction, under Important Information: An individual person may only provide services in one Watershed Area. Any additional work must be done outside of the expectations for the contract which is equivalent of a full-time position.

136. **Question:** Is it just one employee who must be the Watershed Coordinator, or can the organization as a whole be the WC?

Response: As stated in Part I, Section 4.E.b.viii.: Only one WC will be assigned to each WA. Note that one entity may assign more than one individual to serve the function of the WC consistent with section 18.07.D.3.b of the Safe, Clean Water Program Implementation Ordinance (Exhibit I). The Watershed Coordinator is expected to be equivalent of a full-time position, a list of members expected to carry out the work must to be identified at the time of proposal submission.

137. **Question:** If a firm submits for a watershed coordinator position in one watershed area, can the firm pursue project work from other watershed areas?

Response: Yes, a firm with multiple staff can perform as a Watershed Coordinator in one Watershed Area and pursue work from other Watershed

Areas. Since the Watershed Coordinator is expected to be a full-time position, a list of members will need to be identified at the time of proposal submission.

138. **Question:** The response to the earlier question that a firm can identify more than one staff to provide the watershed coordination service seems to contradict the earlier statement that the watershed coordinator must be one person from a firm, not multiple people. Can you clarify?

Response: To clarify, as stated in Part I, Section 4.E.b.viii.: Only one WC will be assigned to each WA. Note that one entity may assign more than one individual to serve the function of the WC consistent with Section 18.07.D.3.b of the Safe, Clean Water Program Implementation Ordinance (Exhibit I). An individual or a firm with multiple staff can be selected as a Watershed Coordinator. Since the Watershed Coordinator is expected to be a full-time position, an individual cannot pursue work in multiple Watershed Areas. For a firm with multiple employees, a list of members will need to be identified for each watershed area proposal at the time of proposal submission.

139. **Question:** I know from attending two WASCs that they are considering hiring more watershed coordinators than allotted in the ordinance. How will you handle this?

Response: The ordinance required not less than one Watershed Coordinator to be assigned to each Watershed Area with each additional one-million people within the Watershed Area. The WASCs may allocate additional funding if they would like to hire additional Watershed Coordinators as long as the total amount of funding for the Technical Resources Program remains up to 10 percent of the annual Regional Program funds.

140. **Question:** Is the Watershed Coordinator position a full-time position? As in 40 hours per week?

Response: The Watershed Coordinator is expected to be equivalent to a full-time position for all Watershed Areas, except for the one in the North Santa Monica Bay Watershed Area.

141. **Question:** Does the WC need to be employed by the firm at the time of submission?

Response: Yes. As stated in Part I, Section 2.A.6, Work Plan: Prepare and include a staffing plan that specifically describes and identifies the Watershed Coordinator who will be committed to the project and their qualifications.

Please note an individual may submit an SOQ as a sole proprietor.

142. **Question:** For watersheds where more than 1 watershed coordinator will be hired, how will the work be split up among those coordinators (e.g., by region or by task)?

Response: The presence of additional Watershed Coordinators in areas such as Upper Los Angeles River and Central Santa Monica Bay are due to increase population in these areas. The Watershed Coordinator is expected to build capacity in the community, and in these more populated and larger areas more the additional Watershed Coordinator is expected to help reach a wider audience. Each Watershed Coordinator is expected to carry out the duties and responsibilities outlined in the Scope of Work.

143. **Question:** Can one propose one fte and support staff for the equivalent of greater than one fte if kept under 200k?

Response: Yes, you may utilize a team of individuals for one Watershed Area, however, you must identify one individual as the Watershed Coordinator in your SOQ.

As stated in Part 1, Section 1, 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.

July 29, 2020
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If you have any questions concerning the above information, please contact Messrs. David Pang at (626) 458-7167 or Danny Medina at (626) 458-4080, Monday through Thursday, 7 a.m. to 5 p.m.

Follow us on Twitter:

We encourage you to follow us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA
Director of Public Works



for: JOSE M. QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

DP

P:\aepub\Service Contracts\CONTRACT\David\SAFE, CLEAN WATER PROGRAM\2019\RFSQ\Addendum and Informational Update\Addendum 2\Addendum 2 7.29.20.doc

bc: Stormwater Planning (Lilley w/o enc., Frary, Allen)

**ON-CALL SAFE, CLEAN WATER PROGRAM – WATERSHED COORDINATOR
SERVICES (BRC0000116)**

PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS

PROPOSER MUST CHECK A BOX IN EVERY SECTION

Important Note: The information on this form is subject to verification and may not be used for scoring purposes.

Completing this form by itself without including detailed narrative(s) in your proposal to support the minimum mandatory requirement(s) of this RFSQ, any inconsistencies or inaccuracy in the information provided on this form, and/or your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

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 such as translators for media related activities, for example. 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 a portion of the work that is not related to the contractor's experience and capability as Watershed Coordinator. 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, its managing employee, and/or its proposed Watershed Coordinator(s) must collectively 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.

- Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)

Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s)	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*

*List the page number in the proposal containing the proposer's supervisors, employees, or Subcontractor(s) experience.

No. Proposer do not meet the experience requirement stated above. **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

2. Communication - Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s) must collectively 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.

Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)

Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s)	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*

*List the page number in the proposal containing the proposer's supervisors, employees, or Subcontractor(s) experience.

No. Proposer do not meet the experience requirement stated above. **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

3. Project Development - Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s) must collectively 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.

- Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)

Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s)	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*

*List the page number in the proposal containing the proposer's supervisors, employees, or Subcontractor(s) experience.

- No. Proposer do not meet the experience requirement stated above. **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

4. Funding Coordination - Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s) must collectively 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.

- Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)

Proposing entity, its managing employee, and/or its proposed Watershed Coordinator(s)	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page Number*

*List the page number in the proposal containing the proposer's supervisors, employees, or Subcontractor(s) experience.

- No. Proposer do not meet the experience requirement stated above. **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

5. Proposer's proposed annual amount must not exceed \$200,000 (For the North Santa Monica Bay Watershed Area contract total costs must not exceed \$100,000).
- Yes. Proposer's proposed annual amount does not exceed \$200,000 (For the North Santa Monica Bay Watershed Area contract total costs does not exceed \$100,000).
- No. Proposer's proposed annual amount exceeds \$200,000 (For the North Santa Monica Bay Watershed Area contract total costs exceeds \$100,000). **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

B. SUBJECT MATTER KNOWLEDGE

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

- Yes. Proposer is familiar or has experience with at least 5 areas of the subject matter. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category.)
- No. Proposer is not familiar or has experience with at least 5 areas of the subject matter. **By checking this box, the proposal will be immediately disqualified as nonresponsive.**

PLEASE INDICATE IN THE TABLE BELOW BY PLACING A CHECK MARK “✓” NEXT TO THE SUBJECT MATTER THAT YOU ARE FAMILIAR:

No.	SUBJECT MATTER	FAMILIARITY or EXPERIENCE
1	Watershed/integrated approaches to developing multi-benefit, stormwater and urban runoff capture projects/programs	
2	Local and regional NGOs, public agencies, and other stakeholders	
3	Local water quality regulations	
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 WMPs and EWMPs, etc.)	
5	Green stormwater infrastructure, Low Impact Development Ordinance(s) if effect within Los Angeles County (including cities), or Nature-Based Solutions as defined in the SCW Program.	
6	Identification of current equity, social and environmental justice issues in the region.	

**Enclosure A
FORM PW-19.1**

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature	Title
Firm Name	Date

General Disclaimer: The questions and answers related to conflicts of interest are general and not fact specific. They are provided to assist you in applying for the Watershed Coordinator position. These answers do not constitute legal advice and if you have any questions regarding whether you have a conflict of interest, you should consult with an attorney.

WATERSHED COORDINATOR - CONFLICT OF INTEREST - Q&A

Please Note: Members and alternates of the WASC shall comply with State conflict of interest laws (e.g., Gov. Code sections 1090 et seq. and 87100 et seq.) and all applicable conflict of interest policies of the County. (LACC, § 18.07, subd. (G)(2)(g).)

SUBMITTING A PROPOSAL FOR THE WATERSHED COORDINATOR POSITION:

- 1. May I submit a proposal for the Watershed Coordinator position in my Watershed Area if I am currently a WASC member?**

Yes, however, you will need to resign from your WASC member seat should you decide to hold the Watershed Coordinator position. An individual Watershed Coordinator can only sit on one WASC as a non-voting member. The Watershed Coordinator is considered a full-time position. (See WASC Operating Guidelines, page 4.)

- 2. If I am currently a WASC member, should I recuse myself from the WASC's Watershed Coordinator selection process if I submitted a proposal for the Watershed Coordinator position in my Watershed Area?**

A conflict of interest is likely to arise as a result of a WASC member submitting a proposal for the Watershed Coordinator position of the same Watershed Area and also being involved in the selection process. (See Gov. Code, § 87100 et seq.) Conflicts of interest are fact specific and therefore, the WASC member should immediately consult with the WASC's counsel for further guidance, and before getting involved in the selection process.

If a conflict of interest exists as determined by the WASC, the WASC member must not vote, participate in the WASC discussions, or otherwise attempt to influence the voting process. (See Request for Statement of Qualifications for On-Call Safe, Clean Water Program – Watershed Coordinator Services (BRC0000116) ("RFSOQ"), Evaluation Criteria (b)(ii).)

- 3. If I am currently a WASC member, can the entity I am affiliated with submit a proposal for the Watershed Coordinator position?**

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Yes, the entity may submit a proposal for the Watershed Coordinator position, however, the WASC member will need to resign from his/her WASC member seat should the entity decide to hold the Watershed Coordinator position.

Please note that in the RFSOQ, a proposer must fill out and sign a "Conflict of Interest Certification Disclosure On Relationship With WASC Members" form. (See RFSOQ Form PW-21.) If a conflict of interest exists as determined by the WASC, the WASC member must not vote, participate in the WASC discussions, or otherwise attempt to influence the voting process. (See RFSOQ, Evaluation Criteria (b)(ii).)

- 4. May a 501(c)(3) non-profit organization submit a proposal for the Watershed Coordinator position if its Board of Directors include Los Angeles County Department of Public Works staff (see Section U of the RFSOQ; LACC, § 2.180)?**

Yes, a 501(c)(3) non-profit organization may apply for the Watershed Coordinator position.

Please note, however, a conflict of interest may arise for the Los Angeles Department of Public Works employee who sits on the Board of Directors of a non-profit based on his/her participation in the proposal. Conflicts of interest are fact specific and therefore, the Los Angeles Department of Public Works employee should consult with County Counsel in advance of submitting the proposal.

ONCE I BECOME A WATERSHED COORDINATOR:

- 5. May I participate, outside of my role as the Watershed Coordinator, on projects developed under my WASC's Stormwater Investment Plans ("SIP")?**

The WASC may preclude a Watershed Coordinator from participating on projects developed under a SIP due to a conflict of interest. Conflicts of interest are fact specific and therefore, the Watershed Coordinator should consult an attorney with specifics on the contemplated project.

- 6. If I (an individual or an entity) am the Watershed Coordinator in one Watershed Area, can I pursue or work on projects in the same Watershed Area?**

Because Watershed Coordinators are responsible for assisting WASCs in the development of Stormwater Investment Plans, a conflict of interest may arise if a Watershed Coordinator submits their own projects (including projects on which the Watershed Coordinator is retained as a contractor/consultant) for consideration by the WASC for inclusion in the Stormwater Investment Plan for the same Watershed Area. (See Gov. Code, §§ 1090 et seq. and 87100 et seq.) Conflicts of interest are fact specific

General Disclaimer: The questions and answers related to conflicts of interest are general and not fact specific. They are provided to assist you in applying for the Watershed Coordinator position. These answers do not constitute legal advice and if you have any questions regarding whether you have a conflict of interest, you should consult with an attorney.

and therefore, the Watershed Coordinator consult an attorney with specifics on the contemplated project.

7. If I (an individual or an entity) am the Watershed Coordinator in one Watershed Area, can I pursue or work on projects in other Watershed Areas?

Yes, you may pursue or work on projects in other Watershed Areas as long as it does not violate any State conflict of interest codes. (Gov. Code, §§ 1090 et seq. and 87100 et seq.) Conflicts of interest are fact specific and therefore, the Watershed Coordinator should consult an attorney with specifics on the contemplated project.

Please note, the position of Watershed Coordinator is a full-time position and requires that the duties and responsibilities of Watershed Coordinator be prioritized.

8. May I subcontract work to individuals/entities that sit on the WASC, Regional Oversight Committee, or Scoring Committee?

A conflict of interest may arise as a result of a Watershed Coordinator subcontracting work to members of the WASC, ROC, or Scoring Committee. (See Gov. Code, §§ 1090 et seq. and 87100 et seq.) Conflicts of interest are fact specific and therefore, persons wishing to subcontract work to individuals/entities that sit on the WASC, ROC, or Scoring Committee should consult an attorney with specifics on the contemplated project.

9. May I be a subcontractor to a Watershed Coordinator of another Watershed Area?

Yes, you may be a subcontractor to a Watershed Coordinator of another Watershed Area as long as it does not violate any State conflict of interest codes (Gov. Code, §§ 1090 et seq. and 87100 et seq.). Conflicts of interest are fact specific and therefore, persons who wish to subcontract to a Watershed Coordinator of another Watershed Areas should consult an attorney with specifics on the contemplated project.

Please note, the position of Watershed Coordinator is a full-time position and requires that the duties and responsibilities of Watershed Coordinator be prioritized.

AFTER COMPLETING MY TERM AS WATERSHED COORDINATOR:

10. Am I eligible to submit a project to the WASC as a primary or subcontractor on the project if I am no longer the Watershed Coordinator for that Watershed Area?

Yes, pursuant to any restrictions that may exist in the RFSOQ.

ON-CALL SAFE, CLEAN WATER PROGRAM – WATERSHED
COORDINATOR SERVICES (BRC0000116)

CONFLICT OF INTEREST CERTIFICATION DISCLOSURE ON RELATIONSHIP
WITH WASC MEMBERS

Proposers must report any relationship, business or personal, they have with any WASC member(s) of the Watershed Area applied for. This information will be utilized by the WASC or the County to identify any potential conflict of interest. Conflict of interest is a financial or other interest with any WASC member(s). (EXAMPLES: ownership of stock in the WASC member(s) company, outstanding loans to or from a WASC member(s), marriage, romantic or family relations to an employee of the WASC member(s), employment with the WASC member(s) etc.). Please provide information below that relates to your relationship with the WASC member(s) for the WA(s) your firm is submitting a SOQ for.

I, _____

- sole owner
- general partner
- managing member
- President, Secretary, or other position or title _____

of

Name of Proposer

make this certification that I have the following relationship with the following member(s) from the WASC for the respective WA (i.e. the WA for which I am submitting a proposal):

____ No relationship with any WASC member(s) for the respective WA.

____ Have relationship with WASC member(s) for the respective WA. If so, please identify the names of the WASC member(s) and identify the nature of the relationship involve:

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed By Proposer _____

Date _____