

Introduction to the RFP

This Request For Proposal (RFP) seeks consulting services for the development of an Integrated Regional Water Management Plan (IRWMP) for the Coachella Valley Water Management Region (Region). The Region, as designated by the California Department of Water Resources, lies within the Colorado River Funding Region. It is chiefly the same boundary as the Whitewater River Basin boundary, also known as the Coachella Valley.

The RFP is advanced by the Coachella Valley Regional Water Management Group (CVRWVG), which was formed by the five water purveyors in the Coachella Valley:

- City of Coachella/Coachella Water Authority
- Desert Water Agency
- Mission Springs Water District
- Coachella Valley Water District
- City of Indio/Indio Water Authority

The CVRWVG intends to develop an IRWMP that is the product of a collaborative, multi-stakeholder process and that addresses the water issues of the Region. Further, the Group expects that developing outreach processes will be a key activity in Plan development.

CVRWVG Overview

The five Partners in the CVRWVG each signed a Memorandum of Understanding (MOU) in September 2008 that brought the group into existence. The MOU was the result of discussions about IRWM planning that had been ongoing for several years, some as early as 2004.

The Partners began meeting regularly in February 2008 to develop the MOU and that was followed by the development of a submittal to the Region Acceptance Process in April 2009. The RAP materials (included as Exhibit 1) were accomplished through a collaborative, consensus-seeking process using facilitation services. However, preparation of the content and technical work of the RAP was done by agency staff, without consulting services.

In accordance with the terms of the MOU, the development of the IRWMP will be funded by the five Partners, using consensus-seeking processes such as those currently in place. The Partners expect that the governance concepts outlined in the RAP submittal will be the foundation for IRWMP collaboration.

Scope of Services

The CVRWVG has decided to take a phasing approach to the development of the Plan. The scope of work (Exhibit 2) identifies the three phases of Plan development and further enumerates the tasks and project deliverables within each phase. This RFP covers Phase 1, Tasks 1 and 2. A successful engagement by the firm selected to perform Phase 1 tasks will likely result in that firm continuing in Phases 2 and 3.

However, the CVRWGMG reserves the option of making that assessment as the project evolves.

Schedule

Provided below is a preliminary schedule of the three phases of Plan development. The CVRWGMG acknowledges that Phase 3 tasks related to grant applications will be driven by the application process of the DWR or any other agency providing the grant funding.

(DATE)	Phase 1: Tasks 1, 2 and 6, as appropriate
(DATE)	Phase 2: Tasks 3, 4 and 6, as appropriate
(DATE)	Phase 3: Task 5 and 6, as appropriate

Roles & Responsibilities

Mission Springs Water District has issued this RFP and is acting as coordinating agency on behalf of the CVRWGMG. MSWD will handle contract administration and program management for the work performed under the contract that is subsequently awarded. Any additional work not included under the Scope of Work shall be authorized by MSWD upon direction from the CVRWGMG.

Consultant Qualifications

The CVRWGMG seeks consulting services from firms that can demonstrate experience in regional and watershed planning, IRWM planning, stakeholder coordination, Disadvantaged Community outreach and the IRWM grant application process. Firms must demonstrate a knowledge of Coachella Valley water issues and interrelationships; familiarity with Southern California water issues is desired.

Proposal Format

There is no page limit for the proposal; however, it should be focused and concise, without extraneous material. The proposal should be divided into sections as outlined below and presented in 12-point type:

Description of Services—identify those services that are needed to accomplish the scope of work and limit your description only to those services needed for the scope of work. Any suggestions, modifications or improvements to the proposed scope of work are encouraged.

Project Approach—provide a detailed discussion of the project as your firm understands it, indicating the critical factors required for success. Discuss the approach to be taken to the project, providing detailed discussion of activities related to both planning and stakeholder outreach.

Statement of Qualifications—discuss the firm's qualifications to perform the tasks described in the scope of work, especially as they relate to the firm's

experience in regional and watershed planning, IRWM planning, stakeholder coordination, Disadvantaged Community outreach and IRWM grant application. Demonstrate that the firm has the qualifications needed to support the project approach that it recommends.

Firm Experience—describe the firm’s experience on similar projects, providing in-depth discussion of experience in the IRWM planning arena.

Project Team—identify staff that will be on the project team and the role that each will play. Include each individual’s professional qualifications, work experience and direct experience with IRWM planning.

Budget—provide estimated fees, including materials, professional services, travel, profit, and all other costs and expenses for the proposed project. Include an itemized fee schedule, as the basis for all proposed services. Firms are reminded of the budgetary pressures under which public agencies currently operate and are encouraged to hold hourly rates to competitive levels.

Fees shall be submitted separately in a sealed envelope and marked “Budget Proposal for the CVIRWMP”. All envelopes will be opened and reviewed as part of the evaluation process.

Schedule—provide a schedule with milestones for completing the tasks identified in the scope of work. The schedule should include any tasks not under the consultant’s direct control.

Authorization—provide the firm’s commitment to the proposal, its cost and schedule by way of an authorized signature.

References—provide five references with contact information for which work has been completed within the last five years. Of the five references, at least three shall be IRWMP-related projects.

Evaluation Criteria

Proposals will be evaluated based on the criteria outlined below. In evaluating proposals, the CVRWGMG’s emphasis will be on demonstrated experience, rather than description of concepts.

- Responsiveness to the RFP
- Project approach and technical understanding
- Understanding of Coachella Valley Water Management Region water issues
- Completeness and implementability of the project
- Ability to complete tasks in the scope on schedule
- Experience and qualifications of the assigned individuals in preparing similar projects

- Experience and qualifications of the firm in the following:
 - Stakeholder projects
 - Regional planning
 - Water quality
 - Salts and nutrients
 - Data acquisition and analysis
 - DWR grant application process
- Project management qualifications of the firm and staff with respect to:
 - Committee coordination
 - Facilitation techniques and skills
 - Demonstrated completion per schedule
 - Cost and schedule
 - Coordination and reporting
- Evaluation of cost will be based on:
 - Clarity and completeness of the breakdown of costs and explanation
 - Appropriateness of proposed fee structure and anticipated value and quality of services received
 - Total cost compared to the value of products and services

Selection Process

CVRWMG will carefully review all proposals and select as many as five firms for in-person interviews. Criteria for the selection include but are not limited to, consideration of the consultant's qualifications and IRWMP experience, the consultant's understanding of and approach to the project, and the negotiated fee for services.

CVRWMG reserves the right to award the contract to the firm, which, in its sole judgment can best accomplish the desired results and may accept a bid that is not the lowest bid. The CVRWMG may reject all proposals, if it so chooses.

Accuracy

Proposals that are incomplete, irregular or conditional may be rejected by the CVRWMG.

Consultant Selection Schedule

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| (DATE) | Window of opportunity for submitting email questions regarding RFP and Scope of Work. |
| (DATE) | An email with all questions and answers will be sent to all firms. |
| (DATE) | Proposals due |
| (DATE) | First screening, resulting in invitation to interviews or elimination from process |
| (DATE) | Conduct interviews |
| (DATE) | Identify first choice, negotiate time and fee schedule |

(DATE) Obtain CVRWMG approval
(DATE) Execute agreement

Submittals

Proposals shall be submitted by 3 p.m. on DAY, DATE and delivered to:

Arden Wallum, General Manager
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

Please submit five written copies and five in CD format. Questions relating to the RFP or Scope of Work may be directed to Marilyn McKay at (760) 329-5169, ext. 144 or via email at mmckay@mswd.org

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