

## **REQUEST FOR PROPOSALS**

Issued by the Bay Area Clean Water Agencies (<http://www.bacwa.org>)

### **Grant Administration and Management Services to Support the San Francisco Bay Area Integrated Regional Water Management (IRWM) Implementation Grant Funded by the California Department of Water Resources (DWR)**

#### **SUMMARY**

The Bay Area Clean Water Agencies (BACWA), in its role as grantee for the Bay Area Integrated Regional Water Management (IRWM) Implementation grant, is requesting proposals, three pages maximum (excluding resumes), from qualified firms in anticipation of entering into a contract for support services to administer the Bay Area IRWM grant. The proposed contract would be with the BACWA and overseen by the participants in the IRWM grant.

- The maximum amount of the proposed contract with BACWA is \$99,000, however, the work will be authorized by task and the initial authorization will not exceed \$25,000.
- The approximate schedule of services is four years starting in May 2009. More work will be required in the first half of this period when all grant funded projects will be active.

#### **BACKGROUND**

The Bay Area IRWM grant consists of 15 projects covering regional water conservation, water recycling, desalination and groundwater projects. The IRWM grant is for \$12.5 million in State funding and over \$100 million in matching funds. The effective grant period extends from March 20, 2007 until 2014 when the lengthiest projects will wind down and grant closeout activities can be completed. The length of service covered by this RFP will last as long as funding is available, which is expected to be approximately four years. If and when available funding is exhausted the participants and BACWA will decide how to proceed.

The grantee is the Bay Area Clean Water Agencies (BACWA), a Joint Powers Agency consisting of wastewater agencies in the San Francisco Bay Area Region. Day to day activities will be supported by a professional services consultant (Consultant) and BACWA's financial administrator (EBMUD). Submittals to the State will be approved by BACWA's Executive Director. An Oversight and Coordination Committee consisting of representatives from the participating agencies conducts periodic conference calls on grant management activities.

#### **SCOPE OF WORK**

##### **Task 1 – Support for Reporting**

- 1) Quarterly Progress Reports will cover key milestones achieved, percent completion on each task, and budget information as required by the DWR Grant Agreement.
  - a) Assistance is required to prepare an overall summary report by compiling information submitted for each project.

- b) A draft quarterly report shall be provided to the Oversight and Coordination Committee for review and comment prior to finalization.
  - c) Follow up with staff from DWR and the participants may be needed to address questions or comments.
  - d) Records must be maintained, including any submittals to DWR, and related correspondence with participants. Consultant electronic records shall be backed up not less frequently than weekly, preferably daily. Consultant records for this project shall be made available to BACWA upon request.
- 2) Assistance with other project reports (project completion reports, annual post project reports, grant completion report) may be needed, but will not be authorized at outset.

### **Task 2 – Support to Review Compliance with Grant Conditions**

- 1) Prior to or after disbursement of grant funds to participating agencies assistance may be needed to help BACWA review compliance with grant conditions, including but not limited to of the following items<sup>1</sup>:
  - i) Labor compliance documentation for construction projects.
  - ii) Project completion, including final inspections.
  - iii) Equipment inventory lists for equipment purchased with grant funds.
  - iv) Signage providing appropriate credit to DWR.
  - v) Financial records required by the grant.
  - vi) Other files and records for each project.
  - vii) Follow up on project specific issues arising during the grant period.
- 2) Records related to this task must be maintained. Consultant records for this project shall be made available to BACWA upon request. Electronic records are being used to the maximum extent possible and a website is available to upload documents.

### **BUDGET**

The total amount of the proposed contract is approximately \$99,000 to be authorized by task. The amount to be authorized in the initial Notice to Proceed will not exceed \$25,000.

### **SCHEDULE**

Proposals should be submitted no later than 12 p.m. noon April 20, 2009 (Monday). Services under the proposed contract will be carried out as authorized and funded, starting no sooner than May 28.

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

#### *Content:*

Individuals, firms or teams interested in contracting with BACWA to provide the types of services described above must submit a proposal containing the following:

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<sup>1</sup> The Consultant will not be asked to assess these records rather the intent is to verify their existence and location.

1. Designation of the specific staff which would provide services to BACWA and the role of each in the types of tasks identified above in the Scope of Work. All information should reflect the education, experience, and any other qualifications of those specific personnel.
2. Explanation of how the education and professional experience of the designated personnel have prepared each to provide *expert, well-informed, responsive and timely professional services* for the *types* of tasks outlined in the Scope of Work above.
3. Description of any current or anticipated conflicts of interest that may interfere with you or your firm/team having the ability to provide objective services to BACWA.
4. Current resume(s) of designated personnel.
5. List of at least three references with contact information and nature of professional involvement with the reference person.

*Length, Format, and Quantity:*

A letter format is preferred and the maximum total length of each proposal is 3 (three) pages. Attached resumes will not count against the page limit. Please submit an electronic version only.

*Deadline and Mailing Address:*

**Proposals are due to Michele Pla, Executive Director of BACWA at e-mail address [mpla-cleanwater@comcast.net](mailto:mpla-cleanwater@comcast.net) by 12 pm noon on Monday April 20, 2009 with a courtesy copy to the contact persons listed below.**

**Please submit proposal by email only, with the subject line “IRWM Grant Administration Proposal submittal.” No hard copy is required.**

*Selection and Contracting*

BACWA currently anticipates completing the consultant selection process according to the following tentative schedule:

April 20-21, 2009: Notify those who have submitted proposal of *either* a selection *or* proposed interview dates *or* no further interest at this time. BACWA reserves the right not to conduct interviews and make a selection based solely on the proposals.

April 22-29: Conduct interviews with top-ranked firms, if necessary.

By COB May 1: Notify top choice; discuss rates and other terms. If terms cannot be agreed upon with the top choice, then discussions may be initiated with the second choice.

May 28: Seek BACWA Board approval to enter into agreement.

No sooner than May 28: Execute agreement and commence work.

In the event that BACWA staff determines that a consultant appropriate for its needs has not been identified, or terms suitable to BACWA staff have not been reached, staff may issue a new RFP or postpone or discontinue the search for a consultant.

### **CONTACT INFORMATION**

If you have questions about this RFP, available contact persons are:

Molly Petrick, San Francisco Public Utilities Commission, (415) 934-5767; [MPetrick@sfwater.org](mailto:MPetrick@sfwater.org)

Thomasin Grim, Marin Municipal Water District, (415) 945-1542; [tgrim@marinwater.org](mailto:tgrim@marinwater.org)

Brian Campbell, East Bay Municipal Utility District, (510) 287-0680; [bcampbel@ebmud.com](mailto:bcampbel@ebmud.com)

### **REFERENCE MATERIAL (available upon request)**

1. State Grant Agreement between DWR and BACWA.
2. Local Project Sponsor Agreement template between BACWA and participating agencies.
3. Progress Report for the period ending September 30, 2008.