



**NETWORK COORDINATOR FOR THE  
CALIFORNIA IRWM ROUNDTABLE OF REGIONS**

**REQUEST FOR PROPOSAL**

**For**

**CONSULTING SERVICES**

**May 2021**

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## 1. INTRODUCTION

The Santa Ana Watershed Project Authority (SAWPA) requests proposals from qualified professionals to serve a one-year renewable term, for two possible years total, as Network Coordinator to facilitate the ongoing work of the California Integrated Regional Water Management (IRWM) Roundtable of Regions. The Roundtable of Regions is a well-established collaborative of representatives from organizations and agencies engaged in the current, ongoing and future success of the Integrated Regional Water Management Program in California. The work of the Roundtable can be summarized into two primary efforts:

- 1) Promoting the philosophy and implementation of IRWM, and
- 2) Equipping those engaged in the IRWM state-wide program at the local level with the tools and partnerships necessary for success.

This Network Coordinator will be as consultant to SAWPA, but will be collaboratively funded by and in service to the participants in the Roundtable of Regions. Decisions about work carried out by the consultant will be made by the Roundtable of Regions participants through a management team of two Roundtable members and a SAWPA staff representative, within the boundaries of the consultant contract with SAWPA. SAWPA has significant experience serving as the contracting authority for this “task force” model of collaborative effort.

The Roundtable of Regions website is: <https://www.roundtableofregions.org/>

## 2. ABOUT SAWPA

SAWPA was formed in 1968 as a joint power authority under California law, and is composed of five member agencies: Eastern Municipal Water District, Inland Empire Utilities Agency, Orange County Water District, San Bernardino Valley Municipal Water District, and Western Municipal Water District. SAWPA’s office is located at 11615 Sterling Avenue, Riverside, CA 92503 and website is [www.sawpa.org](http://www.sawpa.org). SAWPA focuses on a broad range of water resource issues in its service area – the Santa Ana River Watershed. These include water supply reliability, water quality improvement, recycled water, wastewater treatment, groundwater management, brine disposal, and integrated regional planning.

Under the One Water One Watershed (OWOW) Program, SAWPA serves as the lead planner, program manager, grant applicant, primary grantee, and grant administrator on behalf of local project sponsors participating in the Santa Ana Funding Area and IRWM Region. SAWPA is responsible for submitting required reports and managing invoices and grant disbursements from the state. SAWPA provides final direction, review, and approval for all decisions made for the program through the OWOW Steering Committee and OWOW Pillars.

### 3. PURPOSE OF CONSULTING SERVICES

The Roundtable of Regions has existed since 2006 and strives to build and leverage trusted relationships among organizations engaged in the IRWM Program to extend our limited resources and amplify on-the-ground results. As a network, the Roundtable is many different organizations working in concert as equal partners pursuing over time the common goal of more successful implementation of the IRWM Program in California.

The complexity of the work underway within the Roundtable encourages the need for a dedicated professional who can coordinate the activity of the network. The network coordinator will assume the responsibility for coordinating internal and external communication, internal planning, and events/meetings convened or co-convened by the Roundtable.

### 4. TERMS OF CONTRACT

The contract with SAWPA will include two documents – the General Services Agreement (GSA) and task orders (TO), both attached to this RFP. The consultant will serve a one-year renewable term, for two possible years total as shown in the table below. The GSA will cover both years, but the task orders will be specific to each SAWPA fiscal year shown in the table below.

**Table 1: Timing of Individual Task Orders**

<b>Task Order (TO)</b>	<b>Dates</b>	<b>SAWPA Fiscal Year</b>
1 <sup>st</sup> Year TO	July 1, 2021 to June 30, 2022	Fiscal Year Ending (FYE) 2022
2 <sup>nd</sup> Year TO*	July 1, 2022 to June 30, 2023	FYE 2023

\*If renewed by Roundtable of Regions and SAWPA governing board.

Although the responder is asked to provide a breakdown of their hours and direct expenses by task/area included in the Scope of Work (Exhibit A), per the TO terms, they will be held to an overall not-to-exceed contract funding amount of \$72,900 per TO. For further terms of the Contract, see the GSA and TO attached as exhibits to this RFP.

### 5. SCOPE OF WORK

The selected professional will implement the scope of work attached to this RFP.

It is expected, but not required to have a single person responsible for the network coordinator role, rather than a rotating team. In responding to this RFP, the proposer is welcome to explain how it would take on the role with multiple people and what benefit this approach would provide the Roundtable.

SAWPA and the two Roundtable Co-Chairs will oversee the day-to-day activity of the Network Coordinator. SAWPA staff will be responsible for administration of the contract between SAWPA and the consultant selected.

## 6. PROPOSAL REQUIREMENTS

Responses to this RFP must be made according to the requirements set forth in this section. The proposal should be formatted for legibility and no more than 15 pages long (on pages sized 8.5" wide by 11" long), not including resume(s) or the pricing exhibit. The proposal shall be submitted as a PDF file, but the pricing exhibit (Exhibit B) shall be submitted as a Microsoft Excel file.

Submittal of boilerplate marketing materials is discouraged.

All proposals must include the following information listed below. When responding to this RFP, number responses and order them sequentially using the same numbering used below:

1. Title page, including name, telephone number, address of the firm, and signature of individual qualified to submit a proposal on behalf of the firm and enter into a contract with SAWPA.
2. Background information about the proposer, including technical qualifications, and any licenses or certifications. Include a description of the proposer's business (i.e., whether individual, partnership, joint venture, etc.), and background information of any subcontractors to be used.
3. A list of similar services and project descriptions undertaken by the proposer with beginning and ending dates, name, address, phone number, fax number, and e-mail address of a contact person to act as a reference for each service/project. The names and qualifications of staff who will participate in the services/projects.
4. A description of how the proposer will implement the two areas (Area 1: Roundtable Administration, and Area 2: Special Projects) included in the scope of work attached to this RFP. Describe the staff responsible and how they will be successful in coordinating a state-wide group of organizations engaged in IRWM, as well as the lead State agency – the Department of Water Resources.
5. General timelines and turn-around-times for various items included in the scope of work, such as developing meeting agendas, website updates and disseminating meeting notes.
6. A fee proposal using **Exhibit B** shall be completed by the proposer. The completed exhibit shall include breakdown of labor hours, billing rates, and cost of non-labor

services over the two SAWPA fiscal years – FYE 2022 and FYE 2023. Fee proposal shall be submitted to SAWPA as an Excel file.

7. Respondents shall thoroughly review the contents of this RFP’s Scope of Work and shall submit any proposed exceptions to the scope.
8. Respondents shall thoroughly review SAWPA’s standard consultant General Services Agreement and shall submit any proposed exceptions to the document.

## 7. SUBMITTALS

Submit **only an electronic copy** of the proposal and related information as a single .pdf file to Ian Achimore, Senior Watershed Manager (iachimore@sawpa.org). Proposals must be received per the schedule shown in Section 8. Proposals received after the stated time will be deleted and not considered.

A panel composed of SAWPA staff and Roundtable of Regions participants will review proposals. If interviews are needed, proposers will be contacted to schedule a telephone meeting during the time period shown in the schedule in Section 8.

## 8. PROPOSED SCHEDULE

**Table 2: RFP Schedule Milestones**

<b>Milestone</b>	<b>Date</b>	<b>Time</b>
Issuance of SAWPA RFP	May 4, 2021	N/A
Questions Regarding RFP Due from Potential RFP Responders	May 18, 2021	5:00 PM PST
SAWPA’s Response to Questions*	May 20, 2021	5:00 PM PST
RFP Responses Due	May 25, 2021	5:00 PM PST
Optional Virtual Interviews	May 27, May 31, or June 1, 2021	Various
SAWPA Board Meeting to Consider Contract	June 15, 2021	9:30 AM PST

\*Questions from potential responses and SAWPA’s answers will be posted as a PDF file on SAWPA’s website [www.sawpa.org](http://www.sawpa.org) under the “RFPs / RFQs / Bids” section of the website. As questions come in, SAWPA will continually update the PDF file so all questions/responses

are shown. No more updates will be made to the PDF file after May 20, per the schedule shown in Table 2.

## 9. EVALUATION CRITERIA

Evaluation of qualifications will be conducted on the following:

- A. Experience and qualifications of the assigned individuals/firm,
- B. Coordination approach and understanding of needs,
- C. Appropriateness of proposed costs, and
- D. Anticipated value and quality of services received.

The selection process may include an interview as shown in Table 2.

## 10. GENERAL REQUIREMENTS

- A. All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. SAWPA reserves the right to negotiate with any qualified source. SAWPA reserves the right to reject any or all proposals for any reason or for no reason at all.
- B. SAWPA reserves the sole right to evaluate and select the successful proposal(s) and may choose to award a contract to one or more qualified consultants.
- C. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal.
- D. SAWPA reserves the right to request further information from the proposer either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.
- E. SAWPA reserves the sole right to judge the proposers' representations, either written or oral.
- F. Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP.
- G. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be SAWPA's responsibility and its decision shall be final.

- H. SAWPA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that has received an RFP. Should such addenda require additional information not previously requested, a proposer's failure to address the requirements of such addenda might result in the proposal not being considered.
  
- I. All proposals submitted in response to this RFP will become the exclusive property of SAWPA. At such time as SAWPA's recommendation to the SAWPA governing board relative to proposal selection appears on the SAWPA governing board agenda, all such proposals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each proposal which are defined by the proposer as business or trade secrets, and so marked, as "confidential" or "proprietary." SAWPA shall not in any way be liable or responsible for the disclosure of any such proposals or any part thereof if disclosure of any such proposals or any part thereof is required under the Public Records Act.
  
- J. SAWPA shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.

## **11. RFP EXHIBIT LIST**

Exhibit A – Scope of Work for Network Coordinator

Exhibit B – Pricing Exhibit for Proposers to Complete

Exhibit C – SAWPA Contract

1. General Services Agreement
2. Task Order