

**SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT
(SCCWRP)
REQUEST FOR PROPOSAL
FACILITATION SERVICES**

I. INSTRUCTIONS TO BIDDERS

The Bidder's complete Proposal to provide the services detailed are to be enclosed in a sealed envelope marked "Advisory Committee Coordination" and addressed to:

Bryan Nece
Administrative Officer
3535 Harbor Blvd., Suite 110
Costa Mesa, CA 92626-1437

All supplemental materials requested within this Proposal must be attached to the Proposal. Any unauthorized conditions, limitations, or provisions attached to this Proposal may be cause for rejection.

If a Bidder wishes to withdraw its Proposal, the Bidder may do so without prejudice by delivering a written notice of withdrawal to the Administrative Officer at any time before the time fixed for the opening of bids.

Sealed bids will be received at SCCWRP's offices, 3535 Harbor Blvd., Suite 110, Costa Mesa, CA, up to the hour of **11:00 am on May ~~22~~29, 2014**, at which time; the Administrative Officer will open the bids. Bids received by facsimile or E-mail will not be accepted.

All Bidders should inform SCCWRP in writing of their intention to submit a bid by **May 12, 2014** via email (bryann@sccwrp.org), FAX (714.755-3299) or letter mail. Although this notification is not mandatory, it is necessary to ensure receipt of future updates to the bid notification. Questions and requests for clarifications about this document should be sent to SCCWRP via email (bryann@sccwrp.org). SCCWRP's responses will be sent to the Bidders by E-mail and posted on the SCCWRP web site (www.sccwrp.org).

This solicitation for proposals shall not be construed as obligating SCCWRP to award a contract or pay any compensation for the information solicited.

II. BACKGROUND

SCCWRP conducts many water quality projects that include multiple partners or stakeholders. Examples include programs to develop assessment tools for use in implementing sediment quality objectives (<http://www.sccwrp.org/ResearchAreas/Contaminants/SedimentQualityAssessment.aspx>) and nutrient criteria

(<http://www.sccwrp.org/ResearchAreas/Nutrients/NutrientCriteriaSupportStudies.aspx>). These programs often include advisory committees composed of stakeholders, management agencies, and scientists. These committees are essential for planning project activities, resolving technical or implementation questions, communicating results, and technology transfer. An independent facilitator is frequently used to coordinate committee meetings, guide interactions among participants, and communicate outcomes. The roles and responsibilities of the facilitator may vary based on the project objectives, size, and time frame.

III. SCOPE OF WORK

The contractor will provide the needed services to facilitate productive advisory committee interactions that help accomplish the objectives of the research project. These services may vary depending upon the specific project involved, but will include the following activities:

1. **Committee development.** Conduct activities needed to establish advisory committees and develop an effective process for interaction, including education of participants on processes and procedures. Products will include: list of candidate members, phone logs or other records of recruitment, committee charter and operating guidelines, and final member list.
2. **Background and meeting preparation.** Activities conducted in advance of individual meetings, which may include participant interviews, review of documents, and preparation of meeting materials. Products will include: interview notes, presentation visual aids, meeting handouts.
3. **Meeting facilitation.** The facilitator will actively engage meeting participants in order to promote discussion and resolve conflicts. Additional responsibilities may include summarizing meeting outcomes and achieving consensus among participants. Products will include: meeting agenda, attendance sheet, meeting minutes.
4. **Logistical support.** Activities to maintain and improve effectiveness of advisory committee through meeting planning, maintaining membership roster, distributing meeting materials, and preparing summary documents. Products will include: meeting announcements, updated membership roster, summary or synthesis documents.

IV SCHEDULE

Work is expected to begin in June 2014, or within one month of contract award. This is an on-call contract with annual renewal based on acceptable performance, with an expected term of up to five years. Specific activities and timelines will be established by work order.

V. GENERAL REQUIREMENTS

Preparation of Proposals

Each Bidder shall prepare a written proposal of no more than 4 pages, single-spaced, 12 point font, excluding cost proposal and resumes. Any additional materials will not be considered. Proposals not meeting these criteria may be disqualified. Bidders must submit three copies of the entire proposal package.

Proposals should be composed of four sections. The first section should consist of qualifications of the organization and key personnel who will be involved in this project. The second section should describe the experience of the bidder in accomplishing the activities as stated in this RFP. The third section should consist of the cost proposal as described below. The fourth section should consist of resumes for the key personnel that will be involved in this project.

Cost Proposal

The cost proposal should be provided on a separate page. This contract will be on a time and materials basis. ~~Each bidder shall indicate~~ The cost proposal shall consist of the single hourly cost that covers all of the types of activities described in Section III. The cost proposal may consist of a single hourly rate, if all work is to be done by one individual, or multiple rates, if the work will be done by several persons. If multiple rates are proposed, the name of the individual, their rate, and the proportion of time spent on project activities (relative to the total of all team members) must be listed for each team member. Resumes for each team member must be provided. For the purposes of preparing the cost proposal, the bidder should assume that an equal amount of time will be required for each of the four types of activities described in Section III. Reimbursement for direct expenses (e.g., travel, meeting supplies, and lodging) associated with facilitation activities will be on an actual cost basis, consistent with state or federal guidelines governing the project.

VI. BID EVALUATION PROCESS AND CRITERIA

Following the opening of bids, a review panel will evaluate the bids using the following criteria and scoring system. A maximum score of 100 points is possible.

Qualifications (34 points):

The winning bidder should have academic training and/or technical expertise in water quality assessment and management. Should be able to understand and communicate the perspectives of diverse stakeholder sectors. The bidder should also have the skills necessary maintain stakeholder engagement over a multi-year project, and to achieve a variety of meeting outputs and outcomes. If multiple personnel will be involved in the activities, then the proposal should describe how continuity will be maintained within and between projects.

Experience (33 points)

Preference will be given for bidders that have previously provided facilitation services for SCCWRP Commission member agencies (list available at www.sccwrp.org). Documentation should include a list of previous projects and client contacts.

Cost (33 points):

The bidder with the lowest cost will be awarded the full amount of ~~25~~ points. Cost will be evaluated based on the time-weighted average cost when multiple hourly rates are proposed. –Bidders will be scored proportionately relative to the lowest cost proposal.

SCCWRP shall negotiate an agreement for services with the winning bidder. If a mutually acceptable agreement cannot be negotiated, SCCWRP may initiate negotiations with the second highest scoring bidder.

VII. SPECIAL REQUIREMENTS AND INSTRUCTIONS

The contractor will be required to comply with the following special requirements and instructions during the performance of services rendered under this project.

General

The Contractor is required to comply with all general terms and conditions, certifications, assurances, provisions, laws, and regulations of the State Water Resources Control Board.

Insurance

The Contractor shall, at their sole expense, maintain in effect the following insurance coverage and include SCCWRP as an additional insured on their policy:

Workers’ Compensation insurance shall be held and maintained by the Bidders as required by applicable laws of the State of California with a minimum amount and limit of One Million Dollars (\$1,000,000) for each accident.

General Liability insurance shall be held and maintained by the Bidders covering all operations by or on behalf of the Bidders providing insurance for bodily injury liability and property damage liability. The combined single limits of liability for bodily injury or property damage shall be One Million Dollars (\$1,000,000) for each occurrence, and One Million Dollars (\$1,000,000) aggregate.

Automobile Liability (Bodily Injury and Property Damage Liability) insurance shall be held by the Bidders, including coverage for all owned, hired, and non-owned automobiles. The combined single limit of liability shall be Two Hundred Fifty Thousand Dollars (\$250,000) for any one accident or loss.

Determination of Satisfactory Progress

Satisfactory progress will be determined through written quarterly reports.

Billing and Retention

The Contractor shall provide invoices for work completed on a quarterly basis. SCCWRP shall

have the right to retain from the Contractor's earnings the last ten percent (10%) of the contract amount pending satisfactory completion of the agreement.

Ownership

All interim, draft, and final documents, studies, graphics, maps, photographs, computer models, data sets, and reports prepared by the Contractor will be developed using public funds and are intended for public use. Public documents/products lose their status as privileged and proprietary and may not be used for proprietary development or profit.