

SOUTHERN CALIFORNIA STORMWATER MONITORING COALITION
REQUEST FOR PROPOSALS

Administrative Officer Services

Section 1. INSTRUCTIONS TO BIDDERS

Seven (7) copies of the bidder's complete proposal to provide the services detailed are to be enclosed in a sealed envelope marked "SMC Administrative Officer Services" and addressed to:

Bryan Nece, Administrative Officer
Southern California Coastal Water Research Project (SCCWRP)
3535 Harbor Blvd., Suite 110
Costa Mesa, CA 92626

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 delivery of 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 92626, up to the hour of 11:00 AM on December 5, 2019, at which time, the Administrative Officer will open the bids. Bids received by facsimile or email will not be accepted.

All bidders should inform SCCWRP via email (bryann@sccwrp.org) or letter mail by November 26, 2019 of their intention to submit a bid. The notification is not mandatory, but is necessary to receive future updates to this bid notification. SCCWRP will hold a non-mandatory bidders meeting at 10:00 AM on November 26, 2019 at SCCWRP's Offices in Costa Mesa. This meeting is intended to provide bidders the opportunity to ask questions and request clarifications about this document. Bidders who are unable to attend may provide written requests for clarification prior to the meeting. SCCWRP's response to both written and oral questions will be sent to the bidders by email and posted on the SCCWRP web site (www.sccwrp.org).

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

Section 2. BACKGROUND

The Southern California Stormwater Monitoring Coalition (SMC) is a multi-agency organization composed of the region's Phase I municipal stormwater NPDES lead permittees, California Department of Transportation stormwater NPDES permittee, the

State of California regulatory agencies that grant the NPDES permits, and SCCWRP. The SMC is formed through a cooperative agreement. The current list of SMC members includes:

- County of Los Angeles, Department of Public Works
- County of Orange, OC Public Works
- County of San Diego, Department of Public Works
- Riverside County Flood Control and Water Conservation District
- San Bernardino County Flood Control District
- Ventura County Watershed Protection District
- City of Long Beach Public Works Department
- City of Los Angeles, Department of Public Works
- California Regional Water Quality Control Board, Santa Ana, CA
- California Regional Water Quality Control Board, Los Angeles Region
- California Regional Water Quality Control Board, San Diego Region
- State Water Resources Control Board
- California Department of Transportation
- Southern California Coastal Water Research Project

The SMC also has a cooperative Memorandum of Understanding with the United States Environmental Protection Agency Office of Research and Development to facilitate the development of scientific and technical tools for stormwater program implementation, assessment, and monitoring.

The SMC's mission is to collaboratively conduct the science necessary to improve stormwater management.

The SMC is managed by a Steering Committee. The Steering Committee has asked SCCWRP to be their Treasurer and administer all of their grants and contracts. SCCWRP will be administering this RFP, and subsequent contract to conduct this scope of work.

Section 3 SCOPE OF WORK

The SMC is looking for the services of an Administrative Officer¹. The role of the Administrative Officer is to provide cohesiveness to the organization, ensure meetings run smoothly and are well documented, work with individual agencies between meetings, and focus on completion of outstanding administrative action items. The list of duties includes, but is not limited to, the following:

- Coordinating with the Chair, Vice-Chair and Treasurer;
- Preparing for meetings including distributing agendas and meeting materials to member agencies, coordinating speakers, securing space and meeting essentials;
- Following up with members assigned action items during the meeting to ensure progress;

¹ The term Administrative Officer covers the specified services performed by for the SMC by an individual or corporation, which in the latter case may involve more than one staff person in lead and support roles. Any intended support staff should be identified in Table 1 and described in the statement of qualifications.

- Coordinating member agencies on new agreements including, but not limited to, scoping details, budget, and legal review;
- Creating and distributing meeting minutes within one week of meeting date;
- Providing leadership in receiving notices and comments on materials distributed to the SMC member agencies;
- Interacting with the SMC Web Master to ensure timely web site content;
- Facilitating SMC leadership elections;
- General communication with SMC membership;
- Recruiting new members, as requested, and;
- Implementing elements of the SMC's Communication Plan, as directed
- Other coordination and administrative activities, as needed

It is expected that the Administrative Officer will attend all quarterly meetings of the SMC, generally held in March, June, September, and December. Meetings last 6 hours and the selected bidder should expect to spend 6 to 12 hours coordinating between meetings.

Minimum Requirements

To apply for the position of Administrative Officer, the candidate shall have the following minimum requirements:

- A minimum of five years of experience in the fields of stormwater science and/or stormwater management;
- A working knowledge of stormwater regulation and policy;
- Demonstrated success leading or moderating large groups with diverse interests;
- Previous experience working with one or more of the SMC member agencies, and;
- Bachelors degree in engineering, environmental science, or related field

Non-discrimination Statement

The SMC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Section 4. SPECIAL REQUIREMENTS AND INSTRUCTIONS

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

Insurance

Bidders shall, at their sole expense, maintain in effect at all times during the performance of services awarded under this Proposal Form, general liability insurance

providing 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, with the policy naming Southern California Coastal Water Research Project Authority and the Stormwater Monitoring Coalition Member Agencies as Additional Insured. Further, workers compensation insurance shall be held and maintained 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. Bidders shall also hold automobile liability insurance (bodily injury and property damage liability), including coverage for all owned, hired, and non-owned automobiles, with the combined single limit of liability of Two Hundred Fifty Thousand Dollars (\$250,000) for any one accident or loss. Bidders shall provide SCCWRP with evidence that policies providing such coverage and limits are in full force and effect within ten (10) days of the award of any contracts by SCCWRP. Such certificates shall provide that not less than thirty (30) calendar days advance notice will be given to SCCWRP prior to cancellation, termination, or material alteration of said policies of insurance.

Section 5. BID EVALUATION PROCESS AND CRITERIA

Following the opening of bids, the SMC will evaluate and score the bids received. Each bid submitted will be evaluated using the following criteria and scoring system, with a maximum possible score of 100.

1. Price (40 points): The lowest bid price will receive the maximum score of 40 points, with higher bids receiving scores proportional to the lowest bid price.
2. Qualifications and experience (60 points): Each bid will be rated on a scale of 0 to 60 points, based upon the bidder's demonstrated experience with stormwater science, stormwater regulation and policy, demonstrated success leading large groups with diverse interests, and previous experience working with one or more of the SMC member agencies

The bidder receiving the highest combined score will be considered for a contract to perform the proposed work.

Section 6. PROPOSAL SUBMISSION

The bidder is required to submit Cost Information and a Statement of Qualifications, as well as any required permits or certifications, as detailed below.

Cost Information

Bidders are required to list hourly labor rates inclusive of all fees and overhead according to table 1. Costs should be allocated on an annual basis.

Table 1. Labor cost information.

Name	Firm	Title	Hourly Labor Rate	Number of Hours/Year	Total Annual Cost per Person
[Key Personnel by Name]					
TOTAL ANNUAL LABOR COST					

Bidders are also required to provide any projected direct costs according to Table 2. These items may include travel, computer, and other costs related specifically to job duties.

Table 2. Other direct costs.

Item	Cost/Item	Quantity	Total Annual Cost per Item
TOTAL ANNUAL COST OTHER DIRECT CHARGES			

Bidders will be selected for one year starting January 1, 2020. The SMC retains the right to keep the selected bidder for additional years, up to five years total, at the SMC's sole discretion. If the selected bidder chooses not to continue additional years, the SMC may select the second ranked bidder, or choose to rebid the scope of work, based on the discretion of the SMC. Bidders will be allowed cost of living adjustments for additional years based on The U.S. Department of Labor's Consumer Price Index for the Los Angeles area.

Statement of Qualifications

Bidders are required to submit a Statement of Qualifications detailing the following information pertinent to the elements of work being bid. The document should include the following:

1. A description of the firm
2. A description of key personnel (resumes can be added as an appendix)
3. A description of experience with stormwater science
4. A description of experience with stormwater regulation and policy
5. A description of experience leading large groups with diverse interests, and
6. A description of experience working with one or more of the SMC member agencies

This Statement of Qualifications must not exceed eight (8) single-sided pages, 12 point font, exclusive of resumes.

Oral Interviews

Bidders may be asked for an oral interview as part of the selection process, at the discretion of the SMC, to further elucidate scoring for experience and qualifications.

Certifications and Permits

Bidders are required to list all relevant certifications and permits necessary and/or desirable to perform the work being bid.

VI. CERTIFICATION OF BIDDER

Name of corporation, partnership, or individual in whose behalf the bid is submitted:

Address: _____

City/State/Zip: _____

Phone: _____ FAX: _____ E-mail: _____

Tax Identification No.: _____

The full names and addresses of all persons and parties interested in the foregoing proposal as principals are as follows: (If bidder is a corporation or organization, give names of President, Secretary, and Treasurer; if bidder is a partnership, give the names of all partners.)

Name	Title
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I certify under penalty of perjury under the laws of the State of California that the foregoing representations are true and correct. Further, I certify that I have carefully examined the proposed work and the specifications as contained herein, and hereby propose to perform and complete all the work for this project as specified, in accordance with these specifications, and to furnish all materials and equipment necessary therefore to the satisfaction of SCCWRP, at the price(s) indicated within this document. In the event that this proposal is accepted by SCCWRP and the said work is awarded to the undersigned bidder, the said bidder agrees to sign and date, within seven (7) calendar days after it has been delivered or mailed to the bidder or its authorized agent, the Agreement for the performance of the work.

Signature of Bidder: _____

Title: _____ Date: _____