



Upper Salinas-Las Tablas Resource Conservation District

65 S. Main St. Ste. 107 Templeton, CA 93465 | 805.434.0396 x 5 | www.us-ltrcd.org

Request For Qualifications

Salinas River Watershed Management Coordinator

Response Due: February 27, 2018 at 5:00pm

Contact:

Devin Best, Executive Director

65 South Main Street, Suite 107 Templeton, CA 93465

devin@us-ltrcd.org (805)434-0396 ext. 3186



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1. Introduction

The Upper Salinas-Las Tablas Resource Conservation District (the District) is soliciting proposals from qualified individuals, organizations, and consultants (hereafter referred to as “Contractor”) to develop a watershed management plan for the Salinas River. It is the intent of the District to hire a Contractor who can provide the oversight, leadership, and vision to organize diverse stakeholders, gather necessary information, and develop a framework for a watershed management plan. In order for the Contractor to be considered qualified, the individual, firm or project team must demonstrate experience in the successful completion of projects involving watershed management planning.

Interested individuals or consultants are invited to submit qualifications in accordance with the requirements of this Request for Proposal by Tuesday, February 27th, 2018 at 5:00 pm.

1.1 Background

Funding for this project comes from Biodiversity First! which has entered into an agreement with the District to hire and oversee a Watershed Coordinator. The Watershed Coordinator will be responsible for developing a watershed management plan for the Salinas River in a manner that is inclusive of all stakeholders. The coordinator will work closely with government agencies, non-profits, and individual citizens in the community to develop the plan. The coordinator will organize and facilitate steering committee meetings, arrange logistics for public meetings, prepare draft and final plan documents, coordinate volunteers, and collect water samples as necessary. Specific duties are discussed below.

2. Major Duties

Under the work plan and budget approved by US-LT RCD, approximately \$147,000 is reserved for the Contractor to perform the following services:

Watershed Planning. Provide leadership in developing a watershed management plan through the collection and analysis of land use and resource information, identification and clarification of stakeholder concerns, establishment of goals, and supporting locally initiated strategies. The ability to identify pollutant sources, causes, and critical areas within the watershed is crucial. The plan must conform to EPA’s nine elements.

Community Outreach. Provide leadership in community outreach efforts related to watershed planning. This includes developing and disseminating outreach materials to stakeholders at venues such as community events and networking among agencies, organizations and individuals. The coordinator will be responsible for outreach such as preparing press releases, PowerPoint presentations and displays.



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Data Management. Summarize water quality and watershed monitoring efforts. Summarize social monitoring and indicator pilot projects to measure current awareness level and citizen behavior.

Coordinate Steering Committee activities. Provide technical support to the steering committee. Assist in preparing meeting agenda and coordinating activities to implement project. Provide leadership to develop strong working relationships among steering committee members, stakeholders, and other federal, state, local government. The Coordinator will also assist subcommittees as necessary.

Oversee Biodiversity First Grant. Maintain financial records necessary to manage grant. Keep project on time and on budget. Write quarterly and final reports to USLTRCD for submittal to BDF. Organize data, partner contributions, and project progress.

3. Project Schedule

Preliminary Assessment

Develop Workplan	July, 2018
Outreach & Coordination	March, 2018 – December, 2019
Data Collection & Synthesis of Information	December, 2018
Outline of Watershed Management Plan	May, 2019
Submit Proposals to Fund Watershed Plan	July, 2019 – February, 2020
Quarterly Reports	Ongoing
Final Report	February, 2020

4. Proposal Content and Format

Consultants shall clearly indicate in their proposals the services, as described above, and their ability to perform those services to the District.

The following information shall be included in the proposal:

4.1 Executive Summary

Include a concise synopsis of the proposal focused on how the Contractor will address the District's key issues with the Contractor's approach to the services described above.

4.2 Qualifications

Because of the time sensitivity and critical nature of the work described within this RFQ, the District seeks services from highly experienced and qualified Contractors. The Contractor must be able to staff this project with qualified individuals, experienced in the key technical disciplines needed, who shall remain committed to this work from inception through completion. If applicable, a clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members, including any sub-consultants.

4.2.1 Contractor Qualifications

Provide a statement of the Contractor's qualifications, including a brief resume(s) of key staff members and/or sub-consultants proposed to work on the project. Include the office locations of key staff and sub-consultants. The information should be focused on experience on similar and/or complementary projects. The roles proposed for each sub-consultant as well as their qualifications in that area shall also be identified in the proposal. Your ability to identify and highlight key staff in the proposal will be considered when evaluating your understanding of the project. The consultant's team members should be able to exhibit and understand the appropriate licenses, certifications, and pre-qualifications for services.

Include a description of three (3) of the most recent projects/programs/efforts that included similar scope of work. The following information shall be included for each project:

- Client
- Client contact information
- Project Description
- Start and end dates of the project
- Key staff member's role
- Contractor fees and overall project budget
- Contractor role in the project – highlight roles of staff

4.2.2 Technical Approach

The Contractor's technical approach to the project is a very important component of the selection. In the proposal, the Contractor is requested to demonstrate their project understanding, provide a summary of the critical issues, and describe the Contractor's proposed sequence of activities to meet the District's objectives for the services they are proposing.

4.3 Statements

The Consultant(s) shall include a statement confirming no personal or organizational conflicts of interest are known to exist.

4.4 Licenses, Certifications, and Pre-qualifications

The Consultant(s) shall include a table detailing the licenses, certifications, and pre-qualifications currently held by each team member. Copies of said licenses, certifications, and pre-qualification's shall be provided upon the request of the District.

4.5 Detailed Resumes

Detailed resumes for key team members may be included as an appendix. No more than two pages per resume.

5. Evaluation & Selection Process



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The District will not accept proposals delivered after the closing date and time. Proposals will be mailed or hand delivered prior to the closing date with one original and three (3) copies.

The written proposals will be evaluated and scored by the District utilizing the following criteria:

Written Qualifications (40% of Total Score)

Contractor's Qualifications – 25%

Performance on previous jobs – 15%

Technical Approach (60% of Total Score)

Project understanding – 10%

Critical issues – 15%

Community Stewardship and Stakeholder Involvement – 35%

After evaluation, the District will enter into negotiations with the highest ranked Contractor. Upon reaching agreement on the scope of work and total not-to-exceed prices for the project, the District will award a contract to the selected Contractor. The selected Contractor cannot commence work on any aspect of the project prior to execution of the District's standard Agreement.