

**Los Cerritos Wetlands Authority**

**Request for Proposals**

**For**

**Los Cerritos Wetlands Website Accessibility Remediation**



**Los Cerritos Wetlands Authority**  
**100 N. Old San Gabriel Canyon Road**  
**Azusa, CA 91702**

Interested entities may view the RFP – Bid No. 2024-001 on the Los Cerritos Wetlands Authority (LCWA) website at <https://intoloscerritoswetlands.org/>.

In the opinion of the LCWA, this RFP is complete and without need of explanation. However, any and all technical questions should be directed to Salian Garcia, RMC Budgets & Admin Officer, at [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov).

Other questions related to the agency may be directed to Chad Oberly, Natural Resources & Tribal Affairs Manager, at [coberly@rmc.ca.gov](mailto:coberly@rmc.ca.gov).

Proposals must be submitted by the deadline to the staff listed below:

**Submittal Deadline: Monday, January 20, 2025 at 5:00pm**

Please submit Proposals electronically to:

RMC General Inbox at [info@rmc.ca.gov](mailto:info@rmc.ca.gov)  
CC: Salian Garcia at [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov)

## **Section 1: Introduction and Overview:**

The Los Cerritos Wetlands Authority (LCWA) is requesting proposals from qualified firms to provide website accessibility and remediation services. The objective of this solicitation is to select a firm that will work in partnership with the LCWA staff to ensure that the Authority's website is accessible to people with a diverse range of hearing, movement, sight, and cognitive ability, and in full compliance with California Government Code [Section 7405](#), [Section 11135](#), and [Section 11546.7](#).

The LCWA is a joint powers authority of San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC), State Coastal Conservancy (SCC), City of Long Beach (LBC) and City of Seal Beach (SBC) whose mission is to provide for a comprehensive program of acquisition, protection, conservation, restoration, maintenance and operation and environmental enhancement of the Los Cerritos Wetlands Complex consistent with the goals of flood protection, habitat protection and restoration, and improved water supply, water quality, groundwater recharge and water conservation. The LCWA currently has acquired approximately 170 acres of an estimated 500 acres of wetland area and has created the Los Cerritos Wetlands Stewardship Program designed to promote community involvement focused on environmental education, maintenance, restoration and monitoring of the wetlands. An exchange of the LCWA-owned 5 acre "LCWA Site" for the privately owned 154 acre "Synergy Site" is in process. Once finalized the LCWA landholding would be 321 acres.

Services requested will be limited to the upgrade and remediation of the Authority's current website, [intoloscerritoswetlands.org](http://intoloscerritoswetlands.org). However, additional services may be requested on an as needed basis. The anticipated budget for the ensuring contract is \$20,000, and the estimated contract term is one (1) year with an option to extend by up to two (2) years by mutual consent of the LCWA and the Contractor.

## **Section 2: Proposed Scope of Services**

The selected consultant will be responsible for:

*Accessibility Assessment:* Conduct a comprehensive audit of the website to identify accessibility barriers.

*Remediation:* Address identified issues to achieve WCAG 2.1 AA conformance, or higher, as required by California law.

*Testing and Validation:* Perform both automated and manual testing to verify accessibility compliance.

*Documentation:* Provide detailed documentation of the remediation process, including a summary report of findings and corrective actions.

*Ongoing Maintenance:* Provide ongoing support to maintain accessibility standards and address future issues.

*Website Refresh and/or Redesign:* Update the mechanics and aesthetics of the website to make it more informative, intuitive, and user-friendly for the public. This may include re-directing the website to loscerritoswetlands.org to a new URL such as lcwa.ca.gov, with the assistance from LCWA staff.

### **Section 3: Minimum Requirements**

Entities (individuals or firms) interested in providing professional services for this contracting opportunity shall submit the following information in 8.5" x 11" format (12-point Arial font), one-inch (1") margins with each of the numbered sections below addressed and collated in a separate tab. The Proposal should include a table of contents with use of tabs or some type of divider system to clearly separate out the different parts of the Proposal.

Proposal shall provide straightforward and concise descriptions of Consultant's ability to satisfy the requirements of this RFP. Consultants shall ensure that their written responses completely and accurately indicate how they meet each criterion listed in Section 5: Selection Criteria. All documents contained in the Proposal shall have original (handwritten or digital) signatures and shall be signed by a person authorized to bind the proposing Contractor. Proposals not including the proper required attachments or original signatures shall be deemed non-responsive. A non-responsive Proposal is one that does not meet one or more of the minimum requirements.

*Submit one (1) set of the following:*

1. Letter of Interest that includes the Federal Identification Number (if applicable) of the firm as well as the person authorized to negotiate and sign all agreements.
  - a) A completed W9 should be submitted with an original signature. The current version of the form is available [here](#).
2. Executive Summary (2 pages maximum).
3. A resume of the consultant(s) and for any proposed sub-contractors. The resume should include key individual's proposed project assignment and responsibilities, their specific professional experience related to this assignment, and their current work assignment(s) and projected completion dates.

4. Written statement of the consultant(s)'s qualifications that is responsive to the selection criteria below (Section 5). Consultants shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. Consultants must respond to each numbered criterion with complete and organized responses.
5. Methodology and Costs Proposal: A detailed plan for assessing, remediating, and testing the website, and/or the creation of a new website. Information requested is required to support the reasonableness of your quotation. Cost must have a detailed breakdown showing how the costs were determined and the desired method of payment (i.e., flat fee, lump sum, unit rate basis). The breakdown must include the following:
  - a. Proposer shall provide their Cost Proposal for performing the required services and shall include all applicable taxes and other expenses, such as all travel expenses, copying, postage, and other appropriate expenses.
  - b. For calculation purposes, Proposer shall use the below listed guidelines for costing travel, expenses, and deliverables. No separate or additional billings will be considered for reimbursement without written permission from the LCWA.
    - Transportation: Travel expenses and per diem directly related to the contract services shall be included in direct costs. Such costs shall not exceed the rates paid to the State's non-represented/excluded employees (CCR Title 2, Section 599.619).
    - Deliverables: See Section 2, Proposed Scope of Services. These costs shall be included in Cost Proposal. Hourly Rates: Provide hourly billing rates for staff and subcontractors as follows: Category of personnel, rate per hour, and total cost for each category of personnel.
    - Identification of Subcontractor(s) Costs: Provide listing of proposed subcontractors and associated fees (i.e., admin mark-up).

6. Additional Required Documents:

- a) Current Statement of Information (can be obtained on the California Secretary of State's [website](#)). If operating under a fictitious business name, provide all supporting documentation (i.e., fictitious business name statement certified by the appropriate county clerk).
- b) If applicable, proof of current certification from the DGS Office of Small

Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained [here](#).

- c) The Bidder's Declaration Form (GSPD-05-105, which can be found [here](#)). This form documents subcontracted services.
- d) If Applicable, Disabled Veteran Business Enterprise Declarations Form (STD 843). This can be found [here](#)). This form documents compliance with requirements set forth in the Military and Veterans Code and is required to be completed for each Disabled Veteran Business Enterprise.

The State encourages Small Businesses and Disabled Veteran Business Enterprises to apply. If you feel you (if an individual), your company or your subcontractor qualifies as either, you may go [here](#) for more information or call OSDS at (916) 375-4940 for further information.

#### **Section 4: Submission Information and Deadline**

The electronic submission of a single unprotected (i.e., not password protected) PDF file of the Proposal is required. The electronic submittal will be accepted until **5:00pm on Monday, January 20, 2025**.

The Proposal shall be submitted to the RMC's General Inbox, [info@rmc.ca.gov](mailto:info@rmc.ca.gov) with carbon copy to Salian Garcia, RMC Budgets & Admin Officer [s Garcia@rmc.ca.gov](mailto:s Garcia@rmc.ca.gov).

Hard copies of the proposal are NOT required. Facsimiles or Proposals submitted/passed through to other LCWA personnel, or personnel of related agencies, will not be accepted.

Questions regarding this RFP are welcome and shall be made in writing to Salian Garcia at the email above no later than **5:00 pm on Monday, December 30, 2024**. In the interest of fairness to all potential contractors, the LCWA will not respond to individual requests for information regarding the RFP. Responses to all questions will be posted on the LCWA's website by **5:00 pm Tuesday, January 7, 2025**. Note that the LCWA's responses to questions and requests for clarifications will be shared with other potential proposers through e-mail and the LCWA website. It is recommended that potential proposers inform LCWA of their intent or interest in responding to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.

#### **Section 5: Selection Criteria**

Proposals will be evaluated by a panel appointed by the LCWA. Proposals that are determined to be responsive to the mandatory requirements as indicated shall be evaluated based on the following criteria:

1. Technical Expertise: Demonstrated knowledge of web accessibility

standards and best practices.

2. Experience: Relevant experience in web accessibility remediation, and qualifications of key staff.
3. Proposed Methodology: The clarity, feasibility, and effectiveness of the proposed approach.
4. Pricing: The reasonableness and competitiveness of the proposed pricing.

Upon receipt of these documents from an interested firm the LCWA may request additional information and may conduct discussions with firms/teams regarding top-ranking proposals.

Firms selected as finalists may be asked to submit additional information regarding their financial history and contract performance, including whether the firm has ever been:

- a. A defendant in any litigation alleging that the firm had defaulted in its performance of its obligations under a consulting or other agreement; or
- b. Found to be in default of a performance bond; or
- c. The subject of any bankruptcy or insolvency proceedings.

At LCWA's discretion, final interviews for selected Consultants may be held in early 2025, and a recommendation to the LCWA Governing Board for approval of awarding a contract to the successful Consultant is anticipated in February 2025.

Award will be made to the responsible proposer earning the highest overall score. The LCWA will attempt to negotiate a contract with the highest-scoring proposer. Consultant firm/team at compensation determined to be fair and reasonable. If the parties fail to conclude satisfactory arrangements, negotiations with that firm/team will be terminated and negotiations will then proceed in the same manner with the next highest-scoring proposer, and so forth. In any event, the LCWA reserves the right to add, substitute, or eliminate sub-consultants in negotiating the contracts for this RFP. After successful negotiations, the Agreement will be awarded and executed, and a scope of services as required in this RFP. The LCWA or its related entities do not guarantee the amount of services being requested.

The LCWA reserves the right to terminate the selection proceedings at any time. See [Public Contract Code § 6106.5 \(e\)](#) for further requirements pertaining to sub-consultants.

<b>LCWA PROPOSAL SCORING SHEET</b>		<b>Consultant:</b>	
<b><u>Criteria Description</u></b>	<b><u>Max Points</u></b>	<b><u>Score</u></b>	<b><u>Comments</u></b>
<b>Technical Expertise</b>	20		
<b>Experience</b>	20		
<b>Proposed Methodology</b>	20		
<b>Pricing</b>	10		
<b>TOTAL</b>	<b>70</b>		
<b>Additional Points:</b> Certified Small Business (SBE) or Disabled Veteran Business Enterprise (DVBE)	5		

## **Section 6: Proposal General Information**

1. All Proposals become the properties of the LCWA upon receipt and will not be returned to the proposers. Costs incurred for developing Proposal and in anticipation of award of the Agreement are entirely the responsibility of the Proposer and shall not be charged to the LCWA or its JPA partners.
2. All Proposers' responses and cost information shall remain undisclosed until a successful firm is identified or, if all proposals are rejected, after rejection of all such Proposals; following that date, all Proposals shall be regarded as public records under the California Public Records Act (GC 6250 et seq) and subject to review by the public.
3. A Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. LCWA may waive an immaterial deviation in a Proposal. LCWA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the Agreement.
4. Proposer may withdraw its Proposal by submitting a written withdrawal request to LCWA, signed by its authorized agent. Proposer may thereafter submit a modified/new Proposal prior to the Proposal Submission Deadline. Proposal modifications offered in any other manner, oral or written, shall not be considered.
5. Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation

pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement (GC § 8546.7, PCC § 10115 et seq., CCR Title 2, §1896). Contractor shall comply with the above and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC § 10115.10.

A Pre-Award audit may also be performed by the LCWA, the Department of General Services, or their designated representative.

6. Prevailing Wages: Pursuant to [Labor Code Section § 1774](#), the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties.

Additionally, these prevailing wage rates are available on the Department of Industrial Relations (DIR) website [here](#). For more information, visit the Prevailing Wage Requirements page of the DIR [here](#).

7. Notification of the Right to Protest:

Should a proposer claim the LCWA failed to follow the procedures specified in either subdivision (b) or (c) of PCC § 10344, protestant must submit the initial protest letter and a detailed, written statement of protest, including the RFP title/number, and LCWA contact information, to both of the following:

Los Cerritos Wetlands Authority  
Attn: Executive Officer  
100 N. Old San Gabriel Canyon  
Road Azusa, CA 91702

8. LCWA does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFP.
9. Budget Contingency Clause: It is mutually agreed that if the Budget Act of the current year and/or any subsequent years, and/or funding sources covered under any Agreements resulting from this RFP does not appropriate sufficient funds for the program, the Agreements shall be of no further force and effect. In

this event, the LCWA or its JPA partners shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under the Agreements and Contractor shall not be obligated to perform any provisions of the Agreements.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel the Agreements with no liability occurring to the State or offer an agreement amendment to Contractor to reflect the reduced amount. This RFP's resulting Agreements shall be contingent upon approval of the Department of General Services (DGS), State Controller's Office, State Treasurer's Office, and/or any other entity required to approve the agreements.

10. All documents submitted in response to this RFP will become the property of the LCWA and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. Copies of the bid packages may be returned only at the bidder's expense unless such expense is waived by the LCWA.
11. All notices, clarifications, and addenda to this RFP shall be posted on the LCWA website. It is the proposing Contractor's responsibility to monitor the website for all information regarding this RFP. LCWA is not responsible for sending individual notification(s) of changes or updates. It is the sole responsibility of the proposing Contractors to remain apprised of changes to this RFP.

END OF DOCUMENT