

LOS CERRITOS WETLANDS AUTHORITY

REQUEST FOR PROPOSALS

for

**LOS CERRITOS WETLANDS AUTHORITY
LAND MANAGEMENT,
CONTRACT AND GRANT MANAGEMENT SERVICES
AND IMPLEMENTATION OF THE LOS CERRITOS
WETLANDS STEWARDSHIP PROGRAM**

REVISED OCTOBER 28, 2015

Los Cerritos Wetlands Authority
100 North Old San Gabriel Canyon Road
Azusa, CA 91702
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INTRODUCTION AND OVERVIEW:

The Los Cerritos Wetlands Authority (LCWA) is requesting proposals from qualified firms to provide consultant services for the following: Manager for the LCWA Properties, Implement and Administer Contracts, provide support for Grants and Program Coordinator services for the Los Cerritos Wetlands Stewardship Program (hereinafter: Stewardship Program) within the Los Cerritos Wetlands Complex located in the Cities of Seal Beach and Long Beach. The objective of this solicitation is to select a firm that will work in partnership with the LCWA staff for oversight of the Los Cerritos Wetlands.

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 177 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.

Historically, there have been three separate ownerships included within the Los Cerritos Wetlands Complex (LCW): the Hellman Property, containing approximately 174 acres, the Bryant Property, containing approximately 87 acres, and the Berger/Dean properties containing approximately 175 acres. The LCWA was formed on February 2006 to address the complexities of acquiring and restoring these wetlands and purchased 67 acres from the Bryants, and later in 2010 purchased 100 acres from the Hellman; in addition, 5 acres were donated from Edison. Currently the LCWA owns 172 acres and leases and manages an additional 5 acres from the State Lands Commission, this property is adjacent to the Hellman Property, please see Exhibit A: LCWA Map.

PROJECT DESCRIPTION:

The LCWA owns or leases 177 acres which necessitate regular property management in order to best protect its sensitive natural resources, manage property lease agreements, ensure the safety and security of easement holders and the public. The consultant must assure the land management duties are effectively carried out it is expected to coordinate the LCWA's Stewardship Program through contracts and grants awarded. The LCWA's Stewardship Program will support the land management effort while promoting and providing leadership in hands-on conservation activities and educating members of the community about the importance of wetland habitat conservation.

SCOPE OF WORK:

1. Land Management Services includes routine property patrols, semimonthly property patrol reports, identifying and redirecting non-beneficial uses and activities related to the Los Cerritos Wetlands, excludes Homeless Relocation. Activities also include:

- a. Act as the LCWA's Land Manager for the approximately 177 acres of LCWA which includes: 67-acre LCWA Phase 1 (aka Bryant Lease), 100-acre LCWA Phase 2 (aka Hellman Ranch), 5-acre OTD Parcel, and the 5-acre State Lands Commission Parcel, please see Exhibit A: LCWA Map;
- b. Perform routine property patrols to identify, redirect and report non-beneficial uses and activities related to the general health of the wetland habitat and safety of volunteers and staff. These uses include but are not limited to trespassing, camping or permanent inhabitation, off-roading, illegal dumping, unapproved animal practices (dog walking, dog training, falconry, horse-back riding, etc.), hunting or fishing, bonfires or barbeques, and 3rd party habitat alteration;
- c. Summarize property patrol findings in reports that are submitted once a month to pertinent LCWA staff, contractors, lessees or partners;
- d. Provide site and safety orientations to volunteers, staff, approved partners, contractors, lessees, or easement holders entering the LCWA properties and escort visitors who have not received site and safety orientations. Hold the LCWA master key and manage per direction of the LCWA Project Manager access gates and distribution of the master key as approved for land users once verified by LCWA;
- e. Develop weed abatement work plans in accordance to the needs of the Stewardship Program;
- f. Manage agreements and coordinate activities of all contractors, easement holders, or lessees that utilize LCWA properties or are contracted to provide the LCWA with on-site services, with the exclusion of the Homeless Relocation;
- g. Maintain an updated database of visitors to the properties; and
- h. Manage all LCWA on-site facilities, including acting as the Liaison with Signal Hill Petroleum and other operators if necessary. In addition, coordinate quarterly meetings to provide updates from both the LCWA Staff and Signal Hill Petroleum on-going projects; and
- i. Maintain an updated list of the flora and fauna with specific attention to special status species. Conduct an annual population and survey of nesting Belding Savannah sparrows and provide an annual report by December 30 of every year; and

2. Act as the LCWA's Stewardship Program manager which supports land management activities and includes coordinating all public events and other services as stated below.
 - a. Develop semiannual flyer announcing public events for the Stewardship Program and at a minimum two weeks prior to posting to allow review and approval by the LCWA Project Manager;
 - b. Communicate (through email and phone call) dates and times of public access events to LCWA staff at least one-week in advanced in order to promote safe and accessible opportunities for public education and ecological research that does not conflict with the Stewardship Program; and
 - c. Collect all sign-in liability forms from all public events and provide copies of these liability forms to the LCWA Office on a quarterly basis; and
 - d. Provide guidance to the work plan of the Stewardship Program and coordinate restoration activities with program partners; and
 - e. Manage any grants or restoration projects received by the Stewardship Program and act as liaison to LCWA staff and contractors as part of the LCWA grant or restoration project, regarding the dates and times of any operations; and
 - f. Organize all Stewardship Program public events and provide the LCWA a quarterly report of all activities. Organize quarterly partner meetings with active Non-Profit Partners; and
 - g. Expand and utilize the LCWA Volunteer Database to inform the public of upcoming events; and
 - h. Manage the Stewardship Program budget and work with LCWA staff and partners on program development and fundraising; and
 - i. Review Coastal Development Permit applications submitted with regards to said properties. Interpret Coastal Development Permits and advise LCWA staff on allowable land alterations.

3. Contract and Grant Management Services which consists of contracts, grants awarded, in-lieu-fee programs and other restoration projects to administer and manage timelines, tasklists and budgets and ensure these funds and their associated timelines, tasklists and budgets are completed in a timely manner and on budget as agreed upon with the funding agencies.
 - a. The LCWA was awarded several contracts and awards to implement the Stewardship Program which includes: 1. Signal Hill Oil Coastal Commission Development Permit (LCWA08008); 2. LA County Supervisor Don Knabe Competitive Trails Grant Program (LCWA14001); 3. RMC Los Cerritos Wetlands Trails Project (LCWA14002); 4. Orange County Public Works Native Plant Contract (LCWA14003); and Southern California Edison Memorandum of Agreement (LCWA13002). Administration and management of these contracts and grants will require the consultant to maintain and ensure these grants timelines, tasklists and budgets as agreed upon with the grantor agencies are completed in a timely manner and on budget. The Consultant will assure these grants are managed and administered efficiently and well organized.
 - b. The Consultant will administer LCWA Grants with a provision that the LCWA Project Manager will have oversight and final decisions for management of all grants awarded. Quarterly Reports/Expenditures, Invoices, changes to the Work Program, Schedule and Budget will require review by the LCWA Program Manager and once all have been reviewed and agreed upon, the appropriate documents will be submitted to the Grantor Agencies for approval.
 - c. The Consultant will retain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred, including support data for cost proposals, and make such materials available to the LCWA at all reasonable times during the life of this contract. LCWA or any duly authorized representative of the joint powers authority shall have access to any books, records, and documents of the Consultant's that are pertinent to this contract for audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.
 - d. Supplemental Consultant Services may be required at LCWA's discretion, upon prior written authorization by Executive Officer, and will be based on Consultant's fee schedule.

CONSULTANT FEE SCHEDULE:

The services provided by this contract which includes Manager for the LCWA Properties, Implement and Administer Contracts, provide support for Grants and Program Coordinator services for the Stewardship Program will be retained at a monthly fee. This fee will include a total of hours per month necessary for the Consultant's Principal Project Manager and the Restoration Programs Manager to complete these services.

If additional hours are required, the hours will be charged based on the Consultant's fee schedule. The Consultant must submit a fee schedule for all their staff pertinent to this proposal. This proposal will commence on January 1, 2016 and terminate on December 30, 2016.

PROPOSALS AND GUIDELINES:

This RFP is a solicitation for proposals only, and is neither intended, nor to be construed as an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, the LCWA reserves the unqualified right to reject any or all proposals for any reason. LCWA is responsible only for that which is expressly stated in this RFP.

LCWA is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.

LCWA shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any RFP prepared and/or submitted in response to this request. Responses to this RFP shall be made according to the specifications and instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of any proposal.

LCWA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submittal date. Such interpretations or changes shall be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of the resultant contract. Such addenda shall be made available to each person or organization which has received an RFP. Should such addenda require additional information not previously requested, a Proposer's failure to address the requirements of such addenda may result in the LCWA's disregard of the Proposer's submittal.

LCWA, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new proposal submittal date.

No changes to the proposals shall be allowed after submittal to LCWA.

Any agreement entered into by the Proposer shall be consistent with applicable federal, state, and local laws.

Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Consultant and the LCWA.

LCWA will select a successful Proposer based on qualifications that represent the best service, regardless of race, creed, color, or gender. The successful Proposer is also referred to as the Consultant in this document.

The project shall be overseen by the Project Manager or designee assigned by the Executive Officer of the LCWA. The LCWA Project Manager oversees, directs and coordinates project activity and serves as a liaison to other entities.

The Consultant shall take all formal direction from the LCWA Project Manager assigned the responsibility for the project. All activities related to administration of the Consultant's agreement will be managed by the LCWA Project Manager.

All services provided by the Consultant, and all materials, documents, reports, and other information of all types, including computer models developed by the Consultant for the project, and all works based thereon, incorporated therein, or derived there from, shall be the sole and exclusive property of the LCWA.

SUBMITTALS OF PROPOSAL:

The response to this RFP must be made according to the requirements set forth in this Section, both for content and for sequence. Submittals should be received ONLY electronically in adobe acrobat format and emails must be received by MONDAY, NOVEMBER 23, 2015 by 11:59pm to the following person.

Luz Quinnell

Los Cerritos Wetlands Authority

luzquinnell@rmc.ca.gov

MANDATORY CONTENTS:

Section 1 - Cover Letter

Section 2 - Table of Contents

Section 3 - Corporate Documentation and Statement of Qualifications and Experience

Section 4 - Standard Services, Work Plan, Project Schedule and Budget, Fee Schedule

Section 5 - Portfolio cut sheets, project references and project team resumes

COMPENSATION:

The consultant shall be compensated based upon the completion of agreed milestones. LCWA will reimburse the Consultant for additional copies of reports and any other written requests outside the Scope of Services. (Mileage and per diem expenses are not reimbursable.)

Invoices shall be submitted consistent with the provisions of the work plan outlined in the contract agreement.

SERVICES PROVIDED BY THE LCWA:

LCWA will provide access to all relevant data in its possession. However, LCWA assumes no responsibility whatsoever with respect to the sufficiency or accuracy of any information supplied. The Consultant shall be responsible for evaluation of all information supplied by LCWA.

The Consultant will have access to materials relating to the Los Cerritos Wetlands in possession by the LCWA.

EVALUATION CRITERIA: Proposals that are determined to be responsive to the mandatory requirements as indicated and shall be evaluated based on the following criteria:

SUMMARY OF SCORING

General Quality and Responsiveness of the Overall Proposal:

(**20 pts**) Recognition of overall concepts and objectives

(**10 pts**) Responsiveness to RFP requirements

Statement of Qualifications and Experience:

(**15 pts**) Project Manager responsible for the delivery of services

(**5 pts**) Qualifications of personnel assigned to the project

(**5 pts**) Fee Schedule

(**10 pts**) Firm's experience with similar projects

(**35 pts**) Work plan for all services for the project

