

RFP QUESTION RESPONSES
Los Cerritos Wetlands Authority (LCWA)

REQUEST FOR PROPOSALS (RFP)
LOS CERRITOS WETLANDS WEBSITE ACCESSIBILITY REMEDIATION

As stated in the RFP released on December 12, 2024, questions regarding this RFP must be received no later than 5:00pm on December 30, 2024.

Similar questions have been compiled as one question, and questions may have been paraphrased by the LCWA for clarity. It is the responsibility of the Proposer to access the LCWA website for any changes or Addenda that may be posted.

Q1. Please clarify whether we can submit a digital proposal as a PDF (portable document format) with digital signatures.

A1. The Proposal shall be submitted as one single file in PDF form (please combine all documents into a single file). Bookmarks in the PDF may be created from a table of contents. A page with a subtitle may also function as a cover page for each section to clearly separate out the different parts of the Proposal.

A handwritten or electronically certified digital signature by a person authorized to bind the proposing Contractor must be used for any documents requiring their signature. Adobe Sign or DocuSign, for example, are appropriate applications for digital signatures. Please do not use an image of an original signature.

For details on submission requirements, please see RFP's Section 3: Minimum Requirements.

Q2. Knowing that it is costly to remediate PDFs on the current website to Website Content Accessibility Guidelines (WCAG), does LCWA want to keep some or all PDFs, or is it willing to eliminate PDFs?

A2. Because the LCWA is related to a State agency, it must conform with WCAG standards, and in accordance with California's AB 434. Full WCAG 2.1 AA compliance is required for all pages and PDFs. For additional information including formats and templates, visit the CA Web Standards website at <https://webstandards.ca.gov/accessibility/>.

The Contractor will review the current website with the LCWA representatives during the initial accessibility assessment of the project. Additional topics that will be discussed before finalizing a strategy include but are not limited to defining Contractor and their subs (if any) roles, defining LCWA staff roles, brand style, testing and validation users and schedules, ongoing maintenance and monitoring support, and website refresh and/or redesign. Dependent on the assessment and consultation between the Contractor and LCWA, website redesign/upgrade may be a method for

remediation. PDFs that are no longer relevant to its operations (i.e., inactive procurement documents, notices, archived board reports) or other superfluous documents may also be removed from the website prior to remediation. For details on the scope, please see RFP's Section 2: Proposed Scope of Services.

Q3. Could the \$20,000 budget be negotiated and how will it be funded?

A3. The anticipated budget for the ensuing contract is \$20,000 with a contract term of one (1) year, and an option to extend by up to two (2) years by mutual consent of the LCWA and the Contractor. The services requested is limited to the upgrade and remediation of the LCWA's current website, <https://intoloscerritoswetlands.org/>. Bringing the website into compliance is priority which may potentially be the bulk, if not all, of the anticipated budget; however, upgrading the current website (including web content, domain, and/or web host) is expected to be part of the project ("Website Refresh and/or Design"). This amount is not binding, and the executed Agreement may be amended to accommodate costs or schedule conflicts.

Additional services may be needed. Tasks that have not been described in the RFP and may be beneficial for the project may be provided and should be noted in the Proposal. Cost for additional services or optional tasks must be included in the Proposal with a detailed breakdown (i.e., flat fee, lump sum, progress payment, unit rate basis, hourly rate). Please see RFP's Section 3: Minimum Requirements, paragraph 5 "Methodology and Costs Proposal" for additional details.

The LCWA FY 2024/2025 budget includes a \$20,354 "Website" expense, out of its Administration Expense budget line. For more details on the budget, please visit the August 1, 2024 meeting at <https://intoloscerritoswetlands.org/our-governing-board/previous-meeting/>.

Q4. Does LCWA want to stay on WordPress?

A4. Yes; however, during the project LCWA representatives and Contractor may discuss other options for an appropriate web content management system that may be more beneficial for LCWA's needs.

Q5. Will the lowest proposed bid be awarded the contract?

A5. The Lowest Cost Proposal will receive the highest number of points (10 points). However, all proposals will be evaluated by certain factors including but not limited to reasonableness, bid is within estimate, bid covers a wide range, hourly rates, admin/subconsultant markup, and realistic to timeline and budget. Award will be made to the responsible proposer earning the highest overall score, including any additional points for a Certified Small Business (SBE) or Disabled Veteran Business Enterprise (DVBE). Please see Section 5: Selection Criteria of the RFP for additional details.

Q6. What is the award process, and who determines the winning bidder?

A6. Proposals that meet the minimum requirements will be submitted to an evaluation panel and scored according to the Selection Criteria. Each evaluator's scores will be inputted on a master score sheet and the scores for each criterion will be added up and then divided by the number of evaluators for an average score. The panel may consist of representatives from LCWA's joint power authority agencies.

Firms selected as finalists may be asked to submit additional information, and at LCWA's discretion, they may be invited to an oral presentation on qualifications and experience. Interviews, if any, are anticipated to be held mid-January 2025.

RMC will initiate contract negotiations with the highest-scoring and most responsive proposer. In the event that a satisfactory agreement cannot be negotiated, RMC will terminate negotiations with that bidder and begin negotiations with the next highest-scoring bidder, and so on. Once a contractor is selected, their proposal and draft contract will be brought to the LCWA Governing Board for approval scheduled on February 6, 2025. If the award is approved, the contract will begin no earlier than the board approval date.

Note the LCWA reserves the right to terminate the selection proceedings at any time.

Please see Section 5: Selection Criteria of the RFP for additional details.

All other terms and conditions set forth in the Request for Proposal shall remain in full force and effect.

Salian Garcia
Budgets and Administration Officer
sgarcia@rmc.ca.gov