

PROFESSIONAL SERVICES CONTRACTING PROCEDURES

FOR

SOUTHERN CALIFORNIA STORMWATER MONITORING COALITION

I. **General Statement:**

The Southern California Stormwater Monitoring Coalition (“SMC”) shall utilize the following process and procedures when securing professional services, and project proposals over \$5,000. The SMC Administrative Officer and/or Budget Manager is the authorized procurement agent on behalf of SMC for professional services.

II. **Project Identification, Scope of Work and Funding**

The SMC, through its Research Agenda (and other projects it wishes to fund), will develop a scope of work, deliverables, and the identify the required amount of funds necessary for each project. SMC members will use the funding tools available to them as written in the master agreement.

III. **Initial Professional Service Provider Determination:**

The SMC Executive Team (composed of the Chair, Vice Chair, Administrative Officer and Budget Manager) shall meet and make an initial determination as to whether the project requires professional services and whether it should be sole sourced, or placed out for competitive bid. The criteria for sole source shall be at minimum:

- Provider provides unique qualifications and experience; and/or
- Need to conduct work sooner than possible using other recruitment or contracting processes.

The SMC Executive Team shall inform the entire SMC of its determination, and

the SMC will consider and approve this determination at future SMC meeting (or disapprove with a recommendation to seek an RFQ or RFP for professional services).

IV. Professional Services Solicitation

Professional services shall be solicited through either of the following two types:

RFQ: Request for Qualification:

- To identify consultants with the appropriate qualifications and experience; and
- To screen a larger group of consultants down to a smaller group with the most appropriate qualifications and experience.

RFP: Request for Proposals:

- To receive more detailed and specific information from consultants regarding their approach and plan for a specific project than generally provided in a Statement of Qualification; and
- To receive budget proposals.

V. RFQ/RFP Notice:

SMC shall prepare, approve and appropriately distribute, through direct mail, public advertising, and other appropriate means, a formal written RFQ or RFP Notice. The notice shall include the title of the RFQ/RFP, general description of work or services requested, where an RFQ/RFP is available, and date RFQ/RFP response must be received by the SMC. The RFQ/RFP will use the template developed by the Treasurer, and modified to reflect the individual project.

VI. Contents of RFQ:

The written Statement of Qualifications shall include, at a minimum, the following information:

- Education/technical background;
- Experience and applicable knowledge to particular project or program; and
- Demonstrated record of success.

VII. Contents of RFP:

The written RFP shall include, at a minimum, the following information in their proposals:

- Organizational Information
- Experience
- Scope of Proposed Services
- Project Budget and Fee Schedule
- Subcontractors
- Potential for Conflict of Interest
- Reference List
- Additional information specific to the services requested shall be included, and relevant information listed in Appendix A – RFP Evaluation Guidelines
- Proof of required Insurance

VIII. Pre-Proposal Information Conference for RFPs:

At the sole discretion of the SMC, a Pre-Proposal Information Conference may be conducted. The SMC will determine if attendance at the conference is optional or mandatory. Failure to participate in a mandatory conference may disqualify a potential respondent from consideration in the RFP process. A Conference may be recorded, and the recording retained by the SMC.

IX. Post-Information Conference Inquiries for RFPs:

All Post-Information Conference Inquiries from potential respondents shall be submitted to the Treasurer in writing. SMC responses shall also be in writing and

distributed from the Treasurer to the SMC Executive Team. At the decision of the Executive Team, the written responses may be transmitted to all respondents who participated in the Information Conference.

X. RFQ/RFP Selection Process:

An authorized SMC contact person will be designated for each RFP.

- A. SMC Review of Written Materials: The SMC shall designate a SMC project proposal review committee (SMC Review Committee) from its member agencies. The Review Committee shall include a minimum of three members. The SMC Review Committee shall review the written proposals and materials received in response to an RFQ/RFP. Such review may include experts or interested parties from outside the SMC.
- B. Staff Interviews: The SMC Review Committee may conduct interviews of those submitting the proposals most highly ranked in the review of the written materials. The SMC Review Committee may, whenever appropriate, include experts or interested parties from outside the staff in the interview panel.
- C. Site Visits (only applicable to RFPs): At the discretion of the SMC Review Committee, a site visit to a representative project or respondents place of business may be made.
- D. SMC Review Committee Recommendation: The SMC Review Committee shall submit to the entire SMC membership a report identifying the top three RFQ/RFP ranked in order first, second, and third. If less than three proposals are received, then the highest ranked proposal will be identified. The report shall include Review Committee's recommendation, reasoning, the form of the RFQ/RFP and a summarized description of the process. Written

materials submitted by respondents to the SMC's RFQ/RFP shall be made available to SMC members upon request.

E. Preference to Southern California Based Firms: Preference may be given to a California based firm for consulting and professional services, when all other elements of qualification and capability are determined to be equal among the finalist firms being considered. A California based firm is defined as one with a fixed primary branch office within the State of California, and a majority of the work on the proposed project will be performed by employees who are permanently assigned to that office.

XI. SMC Approval:

The entire SMC shall make the final selection of RFQ and/or RFP bidders and award a contract based upon its selection.

XII. Contract Management

The SMC Budget Manager will execute and administrate the contract for the SMC, with assistance from the Administrative Officer, and SMC member agency designated as "project lead agency". The project lead agency will manage the contractor on a day-to-day basis including technical approaches, reviewing and approving interim milestones and final products. The Budget Manager will act as the financial administrator for the contract, including final invoice review (after approval from the project lead agency), payment and accounting. The SMC will require the selected contractor/consultant to agree to enter into the Budget Manager's Standard Contract Agreement.

Appendix A – RFP Evaluation Guidelines

The following factors may be considered and evaluated in selecting a professional consultant for a particular study or project:

1. Education/technical background of the consultant;
2. Experience record of the consultant;
3. Demonstrated record of success by the consultant, on work previously performed for the SMC or similar work performed for others;
4. Individuals within the consultant's organization who will have direct charge of work;
5. Whether consultant has adequate staff to perform the work within the time allowance;
6. The ability of the consultant to make effective public presentations of the report and/or design as may be required;
7. The ability of the consultant to work effectively with SMC staff, other public agencies, and related parties as may be required during the course of the project;
8. Where appropriate, whether the consultant has adequate knowledge of local conditions;
9. Whether the consultant has available experienced, capable, and acceptable resource and design professional personnel as may be pertinent to the particular project;
10. Demonstrated continuing interest by the consultant in the success, efficiency, and workability of the program or project after it has been placed in operation;
11. The record of the consultant in keeping costs within project budgets and estimates;
12. Ability of the consultant to furnish adequate and effective supervision services, where such services are an inherent part of a "package" of services for which the consultant is employed;
13. Ability to obtain applicable insurance or bonding for the project;
14. All other things being equal, California based consultants are preferred over non-California based consultants; and
15. All other things being equal, a non-California consultant who associates with a California-based consultant for the purpose of the particular service required shall be preferred to a non-consultant who does not so associate.
16. Other factors as determined by the project lead agency and Review Committee

**Appendix B - RFP Standard Operating Procedures
(Internal Member Agency Responsibilities)**

<u>TASK</u>	<u>RESPONSIBLE AGENCY</u>
Define scope of work, including products and timelines	SMC lead agency
SMC approves scope and defines funding amount	SMC Exec Comm
Identify contractor selection mechanism RFP, RFQ, sole source (unique capabilities or <\$5,000), or SCCWRP	SMC Exec Comm
Create an RFP based on template	SMC lead agency
Treasurer review and approve RFP	Treasurer
SMC review and approve RFP	SMC Exec Comm
Release RFP to vendor list and public notification	Treasurer
Pre-Bidders meeting	SMC lead agency
Bid questions and responses	Treasurer & SMC lead agency
Public Bid opening	Treasurer
Subcommittee RFP review and contractor recommendation	SMC lead agency
SMC RFP review and contractor selection	SMC Exec Comm
Issue contract and any subsequent task orders	Treasurer
Contractor oversight	SMC lead agency
Contract invoice approval	SMC lead agency
Contract product review	SMC lead agency
Contract modification or amendment	SMC lead agency
Contract modification or amendment approval	SMC Exec Comm & Treasurer
Contract Final Product	SMC lead agency & SMC Exec Comm
Contract End Financial Report	Treasurer