

**PROFESSIONAL SERVICES CONTRACTING PROCEDURES FOR
CALIFORNIA STORMWATER AUTHORITY**

I. General Statement:

The California Stormwater Authority (“Authority”) shall utilize the following process and procedures when securing professional services, and project proposals over \$5,000. The Executive Director is the authorized procurement agent on behalf of Authority for professional services.

Executive Director Discretion:

- Professional services under \$5,000.

Sole Source:

- Need to conduct work sooner than possible using other processes; and
- Consultant provides unique qualifications and experience.

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.

II. RFQ/RFP Notice:

Authority staff or authorized consultants (“Staff”) shall prepare 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 Authority.

III. 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.

IV. 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 Guideline
- Proof of required Insurance
- Professional Services Contract – Appendix B

V. Pre-Proposal Information Conference for RFPs:

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

VI. Post-Information Conference Inquiries for RFPs:

All Post-Information Conference Inquiries from potential respondents shall be submitted to staff in writing. Staff's response shall also be in writing and will be transmitted along with the inquiry to the respondents who participated in the Information Conference. An authorized Authority contact person will be designated for each RFP.

VII. RFQ/RFP Selection Process:

A. Staff Review of Written Materials: Staff 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 staff.

B. Staff Interviews: Staff may conduct interviews of those submitting the proposals most highly ranked in the review of the written materials. Staff shall, 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 Authority, a site visit to a representative project or respondents place of business may be made.

D. Staff Recommendation: Staff shall submit to the Board of Directors 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 staff's recommendation, staff's

reasoning, the form of the RFQ/RFP and a summarized description of the process. Written materials submitted by respondents to the Authority's RFQ/RFP shall be made available to Board of Directors upon request.

E. Board of Directors' Interviews: Representatives of the top three proposals may be invited to attend the meeting of the Board of Directors at which the staff report, and agenda item are considered for approval. The invited representatives may make brief summary presentations, with the length of the presentation to be determined by the Board of Directors.

F. Preference to 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.

VIII. Board of Directors Approval:

The Board of Directors shall make the final selection of RFQs and RFPs.

Appendix A - RFP Evaluation Guideline

The following factors shall 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 Authority 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 Authority 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-local consultant who does not so associate.