

**Request for Qualifications (RFQ)**  
**State of California**  
**San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC)**

**CONSULTANT SERVICES RETAINER**  
**LOS ANGELES RIVER COMMUNITY RESTORATION & REVITALIZATION PROJECTS,**  
**INCLUDING GREEN INCUBATOR AND CULTURAL CENTER**

Provide professional services as required for retained services to be used on an as needed basis.

Interested consultants and firms may view the RFQ on the Rivers and Mountains Conservancy website at <http://www.rmc.ca.gov>.

All technical questions should be directed to Salian Garcia, Associate Governmental Program Analyst, (626) 815-1019 x110 or [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov).

Other questions related to the agency and the Lower LA River Revitalization Plan may be directed to Mark Stanley, Executive Officer, (626) 815-1019 or [mstanley@rmc.ca.gov](mailto:mstanley@rmc.ca.gov).

Statements of Qualifications (SOQs) must be submitted by the deadline at the location below:

Submittal Deadline: **Monday, January 7, 2019 at 3:00 PM**

Address for Submission: Rivers and Mountains Conservancy  
Attn: Salian Garcia, Analyst  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702

Office Phone: (626) 815-1019

**Facsimile or email submittals will not be considered.**

**Request for Qualifications (RFQ)**  
**State of California**  
**San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC)**

The San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC) is requesting Statements of Qualifications (SOQ) from individual consultants and firms [hereafter referred as “Contractor(s)” or “Consultant(s)”], pursuant to Government Code §4525 et eq.

CONSULTANT SERVICES RETAINER  
LOS ANGELES RIVER COMMUNITY RESTORATION & REVITALIZATION PROJECTS,  
INCLUDING GREEN INCUBATOR AND CULTURAL CENTER

**I. PROJECT DESCRIPTION - RETAINER AGREEMENT**

This solicitation is to establish retainer agreements with qualified consultants and/or firms to be used on as-needed basis by the RMC. The successful contractor(s) may be awarded multi-year agreements on a fixed rate basis, and task orders to the Retainer Agreement Contract for specific projects will be prepared on an as needed basis. The scope of services and total fee for individual task orders will be negotiated utilizing the rates specified in the Retainer Agreement. The RMC does not guarantee that any work will be made under the agreements during the contract period to the selected firms(s).

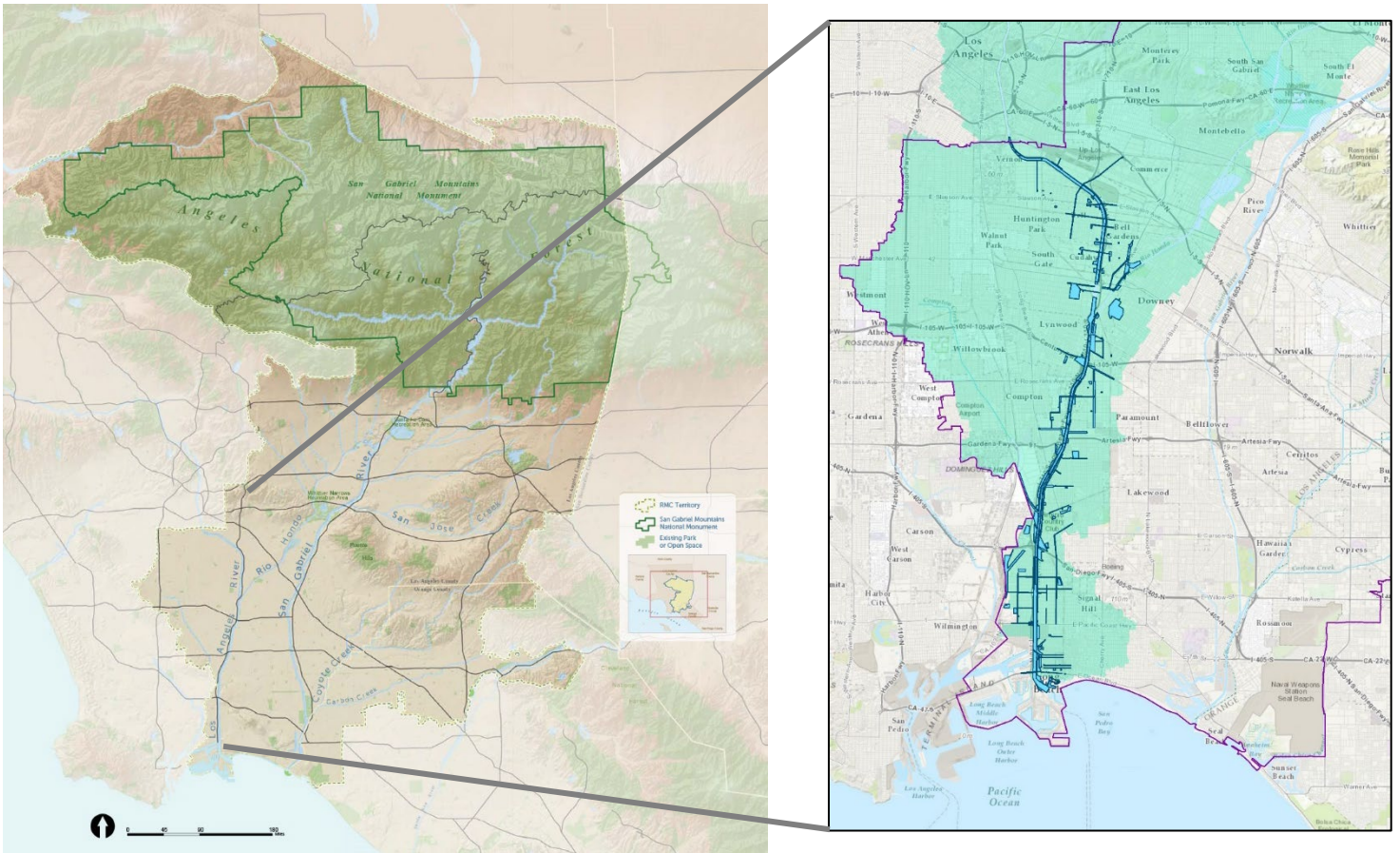
**II. SCOPE OF SERVICES**

The successful contractor(s) shall provide professional consulting services on an as-needed basis for various projects within the Lower Los Angeles River region to support the Lower LA Revitalization Plan (AB 530), which can be found at [lowerlariver.org](http://lowerlariver.org). Initial services will primarily focus on the Green Incubator and the Cultural Center and are likely to expand to other projects. The RMC is interested in securing the services of one or more consultants and/or firms to provide specialized public outreach, legal, business and facility planning expertise unique to the Lower Los Angeles River. LA river opportunity areas include engagement in open space, housing, income and economics, and related aspects of projects and programs that involve “green” services and products.

Contractor(s) shall have competency in feasibility studies, identifying key risks and mitigation approaches, and ensuring incubator participants promote social cohesion, “green” and sustainable services and products, and are inclusive. Contractor(s) shall have the ability to provide general services as well as expertise in fields logically associated with other professional services, which includes but is not limited to, land and/or building acquisitions, coordination and facilitation of stakeholders, and implementation of projects and plans with multi-jurisdictional involvement.

The RMC territory covers the San Gabriel and Lower Los Angeles watersheds in 68 cities and portions of Los Angeles and Orange Counties, totaling 950,000 acres. The Lower LA River Revitalization Plan encompasses areas within one mile on each side of the 19-mile river from

the City of Vernon to its outlet in the City of Long Beach, which includes unincorporated Los Angeles County communities and 14 Southeast LA cities. The following maps represent both the RMC territory and section of the Lower LA River to which the Plan addresses.



The Rivers and Mountains Conservancy is a State agency whose mission is to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements. The RMC executes this mission either directly or through local assistance grants for wetland/watershed restoration, natural habitat and urban area enhancement, and public access and recreation projects. The contractor will work under the direction of the Executive Officer and Project Analysts of the RMC, and with the respective representatives from various organizations including the Natural Resources Agency, County of Los Angeles, and project partners including consultants. The retainer contract may also be used for projects within the geographical boundaries described above.

## **DESIRABLE QUALIFICATIONS AND EXPERTISE**

Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in urban river community projects. The RMC is seeking professional contractor(s) that are prepared to provide a highly-qualified team or effectively collaborate with other contractors hired under this RFP or other RMC agreements experienced in public outreach, incubator and urban river improvement programs and projects. Experience and expertise that is of importance in the selection of the respective firms for this contract includes, but is not limited to, one or more of the following areas:

- A. Knowledge of the Lower Los Angeles River and its Revitalization Plan:** The contractor shall demonstrate a level of knowledge and expertise in understanding the Lower Los Angeles River's urban environment, and the communities along and the relevant concerns of the communities and regulatory agencies. The contractor may provide assistance in community presentations and assessment of the project's consistency with local plans and planning standards. The consultant will provide services related to the land acquisition and planning, including support for land purchases recommended within the Lower LA River Revitalization Plan, planning-related applications and construction projects related to the Plan.
- B. Incubator Oversight and Contract Management, and Post-Incubation:** Contractor should be able to provide evaluations of incubator tenants' projects. This may involve preliminary business planning to help potential and early-stage small and medium-sized enterprises or entrepreneurs (including recent graduates, researchers, and inventors) to test the feasibility of their ideas and to develop a business plan. Mentoring and networking support may be provided to execute incubator graduates' business growth strategies.

The Green Incubator project will serve as a base and catalyst for the implementation of the Plan by building capacity, providing coordination, and facilitating collaboration by and for all community stakeholders. The Green Incubator will have the potential to provide funding for a river-adjacent, RMC managed site to support housing for:

- A "green innovator-in-residence" entrepreneurship
- A STEM/Citizen Scientists Academy for local youth
- Local green and environmental justice non-profits

The RMC anticipates working collaboratively with educational partners from school districts to universities, river advocates and coalitions, and social enterprise organizations to articulate a program curriculum and schedule.

- C. Availability, Schedule, and Project Management:** An important selection factor is the availability of contractor and its staff and subcontractors, if any. The RMC recommends that the SOQ clearly delineate the person(s) that will be responsible for directing the professional services team and their relevant experience in such a role.

Additional Desirable Qualifications:

- Graphics - The contractor(s) should have expertise in assessing when and what graphics are needed in documents and public presentations and the ability to produce quality graphics for use in documents, outreach pamphlets, and in public presentations;
- Knowledge of contemporary technologies and methodologies in green business;
- Experience in implementing restoration and/or recreation projects and working with disadvantaged communities.

These examples of professional and related expertise are only provided to assist each potential contractor in the formation of their respective team and/or disciplines. Respondents are encouraged to clearly delineate the person(s) that will be responsible for being the lead contact with the RMC on such a contract and the availability of the firm to respond in a timely manner to service requests. Finally, respondents are advised and encouraged to clearly state in their SOQ the specific individuals that will be principal team members for this project, their individual experience and expertise, and availability.

### III. MINIMUM REQUIREMENTS

Contractors that are interested in providing professional services for this contracting opportunity shall submit the following information in 8.5" x 11" format (11-point font or greater) with each of the numbered sections collated in a separate tab. Contractors shall ensure that their written responses indicate how they meet the Selection Criteria listed below.

**Submit two (2) sets 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.  
i) A completed STD 204 Vendor Data Record should be submitted with an original signature. The current version of the form is available [here](#).
2. Executive Summary (2 pages preferred).
3. A resume of the contractor(s) and for any proposed sub-contractors. The resume should include each 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 contractor(s)'s qualifications that is responsive to the selection criteria below. Contractors shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. **Contractors must respond to each numbered criterion with complete and organized responses.**

5. Additional Required Documents:
- a. Current Statement of Information (can be obtained on the California Secretary of State's website [here](#)). 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. Completed and signed California Civil Rights Laws Attachment, available [here](#).
  - d. Darfur Contracting Act Certification. This form can be found [here](#).
  - e. Iran Contracting Act Certification. This form can be found [here](#).
  - g. The Bidder's Declaration Form (GSPD-05-105, which can be found [here](#)). This form documents subcontracted services.
  - h. Disabled Veteran Business Enterprise Declarations Form (STD 843, which 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. Please note that no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services contracts (Architectural, Engineering, Environmental Services, etc.).

#### **IV. SUBMISSION INFORMATION AND DEADLINE**

Documents shall be received no later than **Monday, January 7, 2019 at 3:00 PM**. Documents shall be submitted to:

Rivers and Mountains Conservancy  
Attn: Salian Garcia, Analyst  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702

**Facsimile or email submittals will not be considered.**



## **V. SELECTION CRITERIA**

1. Professional experience of the firm in relation to the work to be performed – list each person with their role and office location for all staff identified as a part of this proposal (identify staff of sub-consultants similarly but separately). **15%**
2. Professional experience of the principals to be assigned to the project – list the Principals to be assigned to and involved with the project. **10%**
3. Professional experience and training of key personnel – list staff education, certification and training. **10%**
4. Demonstrated competence and specialized experience of contractor. **15%**
5. Nature and quality of completed work. **10%**
6. Reliability of firm and continuity of proposed contractor’s staff and sub-consultants with contractor. **10%**
7. Contractor’s workload and demonstrated ability to meet schedules. **10%**
8. Location of contractor’s office(s) for project coordination and services. **5%**
9. Demonstrated ability of coordinating and working with various governmental subdivisions, jurisdictions and municipalities. **15%**

Consultant team shall be comprised of all disciplines necessary to effectively provide essential and ancillary services for the work described for the project.

## **VI. CONTRACT ADMINISTRATIVE PROCESS**

Consultants will be selected for interview on the basis of written responses to this RFQ. Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements. Typically, firms with the highest scores will be selected for the “short list.” These contractors may be invited for an oral presentation on qualifications and experience.

Upon completion of all interviews, a list will be compiled of one or more consultants and/or firms whose services will be utilized under the services described herein, dependent on the desired tasks and project. The selected contractors will be asked to submit a fee proposal specifying the hourly rates for specific classifications of employees, subcontractors, and/or services to be provided. The RMC and each contractor will enter into negotiations to create fixed rates. In the event that a satisfactory agreement cannot be negotiated, the RMC will terminate negotiations with that contractor and begin negotiations with the next ranked contractor, and so on. After successful negotiations, a contract will be awarded and executed. The State and RMC do not guarantee the amount of services being requested.

The State and RMC 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.

## **VII. LABOR COMPLIANCE MONITORING & ENFORCEMENT PROGRAM - CONTRACTOR REGISTRATION**

Pursuant to [Labor Code § 1725.5](#), contractors must register with the Department of Industrial Relations (DIR) as a Public Works Contractor to bid on, be listed in a bid proposal or engage in the performance of any public works contract. The application also provides agencies that administer public works programs with a searchable database of qualified contractors. Application and renewal are completed online [here](#). The current annual fee is \$400 and the registration period coincides with the fiscal year.

All A&E contractors and subcontractors shall be required to comply with the Monitoring and Enforcement Program, including, but not limited to, contractor registration, submittal of electronic certified payroll reports directly to the DIR as applicable and cooperation with on-site monitoring by DIR personnel if the work performed is covered by prevailing wage laws. Not all work performed by an A&E Firm or its subcontractors are covered by prevailing wage laws. Refer to [Labor Code § 1771.4 et seq.](#) or visit the Prevailing Wage Requirements page of the DIR website [here](#).

## **VIII. 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 DIR website [here](#).

This project is subject to compliance monitoring and enforcement by the Department of General Services, and audit by the Department of Finance.

## **IX. QUESTIONS**

All project and contract related questions and questions regarding the submission of RFQs should be directed to Salian Garcia, Associate Governmental Program Analyst at (626) 815-1019 x110 or [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov).

END OF DOCUMENT