Fort Ord Reuse Authority
920 2nd Ave
Marina, CA 93933

January 23, 2017

REQUEST FOR PROPOSALS - TO PERFORM A WATER AUGMENTATION ALTERNATIVES STUDY.

Dear Consultant,

The Fort Ord Reuse Authority (FORA) is the managing agency in a three-party planning process (TPP) including Marina Coast Water District (MCWD) and Monterey Regional Water Pollution Control Agency (MRWPCA) to identify water augmentation solutions from which the FORA Board may select and MCWD may implement.

FORA is requesting proposals from qualified individuals or firms to perform a Water Augmentation alternatives study to MCWD's Desalinization Project component of the Regional Urban Water Augmentation Project (RUWAP), and to recommend alternatives, including an 'all of the above' alternative, to meet the area's economic, energy usage, and environmental needs. Consultants may propose modifications to the scope, but must include rational for doing so.

FORA's intent is to negotiate and enter into a Professional Services Contract with a respondent who will use the necessary disciplines, and/or qualified sub-contractors/consultants, to accomplish the scope provided and required in **Attachment A** by FORA. The statement of qualifications (SOQ's) will be screened by a Selection Committee and the most qualified firms providing the best value may be invited to an oral interview or selected on the basis of the proposal only. Provided are selection criteria in **Attachment B**; and a sample contract is included in **Attachment C**.

Background

FORA was created by State legislation to oversee civilian reuse and redevelopment of the former Army base and remains the Department of Defense recognized local reuse authority for the former Fort Ord. It is FORA's responsibility to complete the planning, financing and implementation of reuse as described in the adopted 1997 Base Reuse Plan (BRP), including the Water Augmentation mitigations set forth therein. The 1998 FORA-MCWD Facilities Agreement assigns FORA responsibility to select a water augmentation solution, and MCWD responsibility to implement the chosen solution.

On June 10, 2005, the FORA and MCWD Board of Directors approved the RUWAP Hybrid Alternative, consisting of Recycled & Desalinization components providing 1,200 AFY each. FORA and MCWD then agreed upon a modified RUWAP Hybrid Alternative to provide 1,427 AFY of recycled water to the former Fort Ord resulting in FORA Board Resolution No. 07-10 (May 2007), allocating 1,427 AFY of RUWAP recycled water to the land use jurisdictions. On October 9, 2015, the FORA Board of Directors endorsed a joint water supply planning process among FORA, MRWPCA, and MCWD to identify the "Additional Water Augmentation Component." On May 13, 2016, MCWD, MRWPCA and FORA agreed in a

Memorandum of Understanding to fund one-third of initial consultant costs up to $50,000 for Fiscal Year 2016/17 and reimburse FORA as the managing party in identifying alternatives to supply the additional 973 AFY of Water Augmentation.

The Three Parties (FORA, MCWD, and MRWPCA) recognize there could be a mix of different solutions to meet the "Additional Water Augmentation Component." The purpose of this study is to identify what these options are.

Purpose

The estimated magnitude for the Scope of Work is between $80,000 and $120,000. It is estimated the work will take between six (6) and nine (9) months. FORA's cost limitations for the joint effort is $157,000. Specifically, FORA is seeking qualified individuals or firms to perform the scope of work provided in **Attachment A** which includes:

- Review the historical, regulatory, statutory, and contractual framework pertaining to water policies in the region.
- Develop a work plan to include a re-assessment of the former Fort-Ord water needs, alternatives development, ground rules, metrics, alternatives analysis, report writing, and presentation.
- Perform alternatives analysis to include economic analysis, cost benefit analysis, decision-making analysis, and impact analysis.
- Prepare Technical Memo's (TM), Reports, Administrative Draft, Draft, and Final documents; and,
- Attend meetings, coordinate, and communicate with staff.

SCHEDULE

Event	Dates
Qualified Vendor Notification and Request for Qualification	01/26/2017
Pre-Proposal Conference	02/02/2017
Deadline To Submit Questions & Clarifications	17:00pm PST 02/09/2017
Deadline to Submit Proposal	12:00pm PST 02/20/2017
Selection Committee Review of Proposals	02/21-3/03/2017
Interview Notification	03/07/2017
Interview Date	03/13-17/2017
Notice of Intent to Award	03/24/2017
Board Review & Vote	04/07/2017

STATEMENT OF QUALIFICATIONS

Submission and Delivery Instructions

Six (6) hard copies of the proposal shall be submitted to Peter Said, Project Manager, no later than 02/20/2017 at 12:00pm at Fort Ord Reuse Authority, 920 2nd Ave, Suite A, Marina, CA 93933. At least one copy shall be identified as "master copy" and shall contain original signatures. Proposers will submit one copy electronically on a CD, DVD, or flash drive to the above address. FORA reserves the right to duplicate or disseminate for internal use any material provided. All submittals become the property of FORA and will be confidential until after a contract is executed. Each proposal shall be a maximum of fifteen (15) double-sided sheets. Appendices and references do not count towards the page limitation. The proposals shall include:

1. **Cover Letter.** Provide a one page Executive Summary of the Proposal

2. **Narrative.** Provide a Narrative of the project, management, and technical approaches to be used over the course of the study. Please provide a brief description of the evidence based means/methods employed to identify problems/concerns/requirements, determine alternatives, analyze solutions, determine value, and draw conclusions. The Narrative should outline how the respondent will prevent cost over-runs, schedule over-runs, and ensure quality of deliverables. Lastly, key assumptions shall be clearly identified as well as any exclusions or exceptions taken to the proposal.

3. **Costs.** Provide a fee schedule that includes each position classification required to provide the services described in the scope of work, and all reimbursable fees and expenses. Provide the direct labor cost, fringe rate, overhead rate, G&A rate, and fee for each position/reimbursable.

4. **Schedule.** Respondent must submit a milestone matrix, PERT and Gantt chart identifying the deliverable dates to a sufficient level as to clearly show dependencies and how the work will be performed in a timely manner.

5. **Work Scope Critique.** FORA's intent is to identify realistic alternatives which will provide the former Fort Ord with augmented water. Respondents are encouraged to critique the proposed Scope of Work (**Attachment A**) and present solutions/opportunities. Further, respondents have the opportunity to list these additional scope elements as options in the attachments. FORA suggests options be detailed separately from the proposal and be accompanied by cost/time estimates and a narrative explaining the need, and how it might integrate with the proposed scope. Please review the sample contract and address any concerns so they may be dealt with early in the process.

6. **Cost Proposal.** Provide a cost proposal in a separately sealed envelope. Provide an itemized cost summary per task including subtotals of hours and charges attributable to each deliverable, as well as a project grand total on a fixed fee, not-to exceed time and materials basis.

7. **Statement of Qualifications (SOQ).** The SOQ must be submitted in the format identified below. The SOQ must be indexed and bound separate from the proposal. Please note that the maximum number of pages allowed under each section as stated below; also, please make sure the font size is no smaller than 11 point, Arial.

   A. QUALIFICATIONS

   This section should provide a description of the firm's professional qualifications and licensing/certification of key personnel & sub consultants. Specifically provide:

   - The name and title of key staff members assigned to manage or otherwise play a major role(s) in this project.
   - Include their resumes and copies of all certifications.
   - Identify key staff member's assigned role and responsibilities.
   - Qualifications of any sub-consultants proposed on this project; clearly explain their role and the percentage of involvement.

B. EXPERIENCE

A minimum of five (5) years of professional experience, under the same company name and license required. Less than 5 years will be grounds for disqualification.

- List three (3) successfully completed public agency projects in California within the last five (5) years, and with a minimum contract value of $80,000.
- List at least two (2) projects successfully completed for a county or jurisdiction on the California Coast (San Diego, Orange County, Los Angeles, Ventura, Santa Barbara, San Luis Obispo, Monterey, Santa Cruz, San Mateo, San Francisco, Marin, etc.).
- Successful experience working with three (3) or more jurisdictions and agencies on the same project.

C. REFERENCES

Provide four (4) references from previous projects of similar scope and delivery method. Please provide project descriptions and current contact information for the Project Manager and Owner of each project. Please include verifiable project metrics and websites if possible. All references and projects will be verified, if contact information is not current, then provided project will not be evaluated as part of the scoring. Each project described above should provide current information for the following:

- Value of the contract and indicate if your firm was a subcontractor.
- Start date & completion date.
- Was the contract completed on time? If no, provide explanation.

D. ORGANIZATIONAL CAPABILITY

This section should demonstrate an understanding of the requirements of the project, the firm's ability to meet them and the firm's commitment of resources to achieve them.

E. PROJECT BUDGETING & SCHEDULING HISTORY

Provide evidence of the firm's history of meeting or beating established budgets, cost control processes, quality control processes, and include strategies to prevent change orders to scope.

F. ORGANIZATIONAL CHART

Include an organizational chart showing, at a minimum, the key personnel assigned to the study and their reporting relationship within the organization. Include consultants proposed to be used, their education/experience/certifications and describe their role (Copies of certifications to be included are in addition to the 1 page requirement.)

G. ORGANIZATIONAL PRIORITIES

Explain the organizations programs/projects/contracts which run concurrently or in parallel with the proposed schedule. Identify key personnel and their time commitments. It is preferred, but is not mandatory, that respondents provide a statement to the effect of, "if awarded, the FORA contract will take precedence over other obligations."

Evaluation Process

FORA staff will determine responsiveness and evaluate all proposal submittals. Please review the evaluation criteria (**Attachment B**). The evaluation process will consider all required information. Each criterion will be scored based upon a pre-determined point system. Interviews with the highest ranking teams may be scheduled at the sole discretion of FORA staff. The Selection Committee will be made up of staff members from FORA, MCWD and MRWPCA.

Please contact Peter Said if you have any questions about this Request for Proposal.

Sincerely,

Peter Said
Project Manager
peter@fora.org
(831) 883-3672

1. **Attachment A: Scope of Work**
2. **Attachment B: Selection Criteria & General Provisions**
3. **Attachment C: Sample Contract**
4. **Attachment D: Cost Basis Template**