

**DATE:** May 21, 2020

**TO:** WCA Governing Board

**FROM:** Johnathan Perisho, Project Manager

**THROUGH:** Mark Stanley, Executive Officer

**SUBJECT:** Item 12: Consideration of a resolution to authorize the negotiation and award of a Concept Plan and Design Contract for the Duck Farm Equestrian Center

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**RECOMMENDATION:** That the Watershed Conservation Authority (WCA) Governing Board authorizes the Executive Officer or designee to negotiate and award a Concept Plan and Design Contract for the Duck Farm Equestrian Center.

**PROJECT DESCRIPTION:** The WCA will issue a public Request for Proposals (RFP) and will award a contract with a qualified consulting firm to develop a concept plan and construction documents for improvements to the Duck Farm Equestrian Center. Site Planning and construction documents are to be focused on both water runoff and conservation management, as well as improving site conditions and operations to serve as a model of a sustainable equestrian center, open space recreation, and animal keeping.

The project is an opportunity to improve the equestrian center and strengthen it as a community asset with improved connections to the equestrian district's neighborhood trails, and potential to re-establish equestrian access to the San Gabriel river and Emerald Necklace trails and amenities. Elements are to include: grading for water management, water quality bioswales, cisterns, new barns, tack room, stalls, rings, walker, wash down areas, hay storage, automobile access and parking, utilities, landscaping with locally native vegetation, and compatible measures that may support local species. Other elements may also include but are not limited to new access control/gating, fencing, trail, therapy pool, restroom facility, onsite labor living quarters, greywater, office, merchandise sales, petting zoo, or other small structures as identified through concept plan. The Duck Farm location can be found on the vicinity map in Exhibit A, and additional project information is included in Exhibit B.

**BACKGROUND:** An update for the Duck Farm Equestrian Center has been a significant element in the Duck Farm River Park planning process since the Initial Study following property acquisition, and has been included in the California Environmental Quality Act (CEQA) 2007 Notice of Determination. Approximately nine acres of WCA property and one acre of LA Department of Water and Power property on the southeast side of the freeway, located at 451 Rall Ave (Exhibit C), may be evaluated for an equestrian concern and other park elements. Not only is operation of the facility key in a strategy of maintaining ongoing presence on the site for safety and security, but the location is an important opportunity to demonstrate the multiple benefits of nature-based solutions that improve water quality and promote stewardship of our watersheds. There are immediate needs to better conserve and manage stormwater runoff onsite, and existing facilities are increasingly in need of improvements. Additionally, with 30+ acres of the Duck Farm River Park currently under construction there are significant opportunities to improve visibility and compatibility with park vision, plans, and integration with the wider Avocado Heights Equestrian District and neighborhoods, while also supporting habitat goals through sizeable landscape areas.

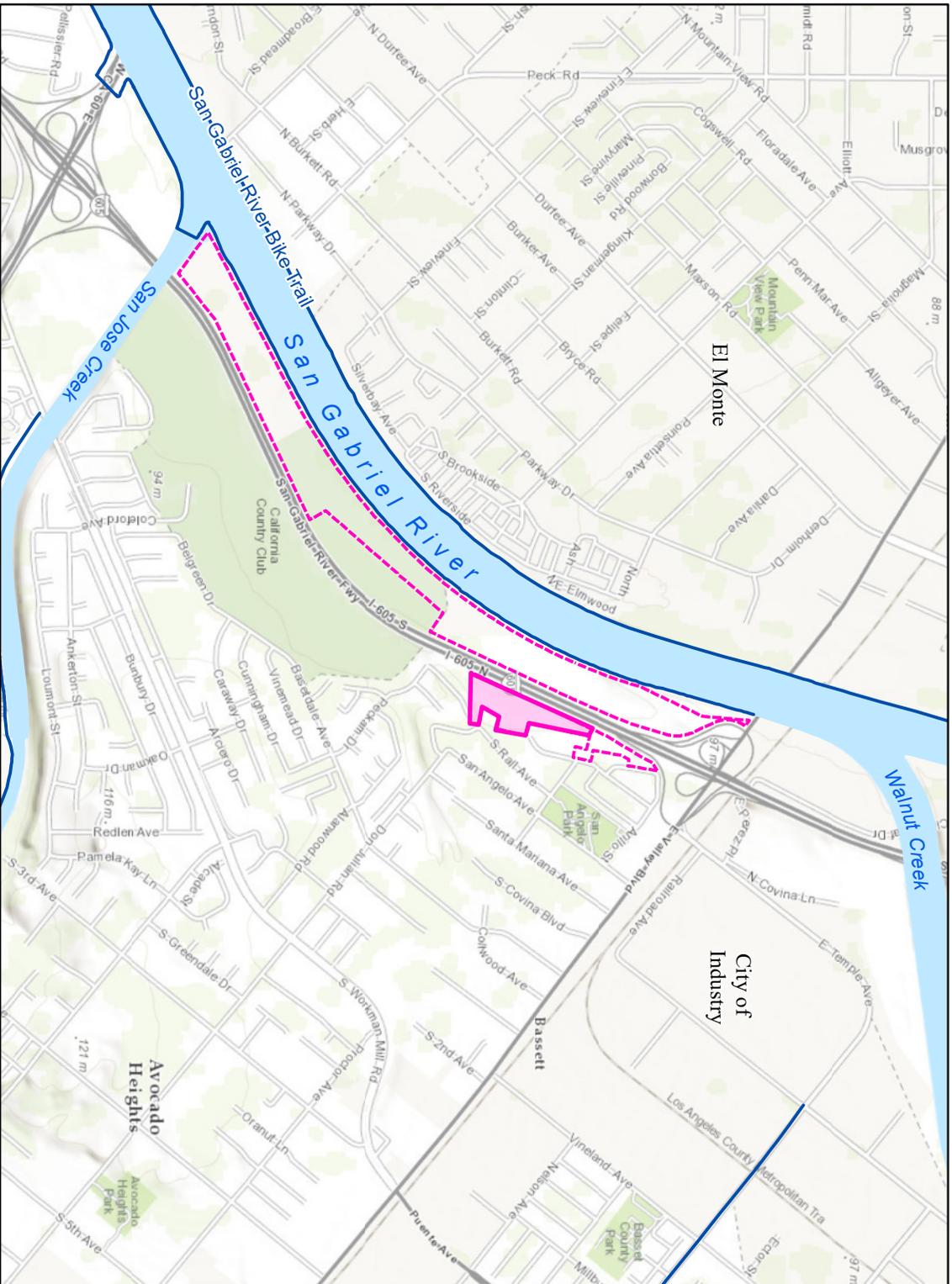
The planning and construction document services must be provided by licensed designers. WCA will solicit proposals through the RFP process and negotiate and award a professional services consulting contract

for services to be completed by April 1, 2021. The RFP is included as Exhibit D. WCA staff intends to use a preferred concept plan identified through review including the granting agency Rivers and Mountains Conservancy, site operator, and community, and relevant construction documents to seek further funding sources for implementation. An expedited timeline is necessary to deliver project materials for a shovel-ready project, which is anticipated to be timely in supporting workforce development following the current COVID-19 crisis.

**FISCAL INFORMATION:** The resulting Concept Plan and Design Contract will be funded by the RMC from a Proposition 84 grant for the Green Regional Environmental Enhancement Network (GREEN) Project in an amount not to exceed \$175,000.

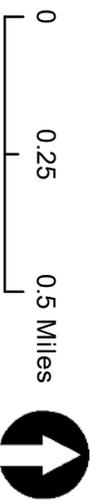


# Exhibit A: Duck Farm Equestrian Center Concept Plan and Design Project Vicinity Map



- Legend**
- Project Area
  - - - Duck Farm Property
  - Bike Trails
  - ~ Rivers and Water Bodies
  - Protected Open Space

Data: Base Map Service from ESRI. Parcel information provided by the Los Angeles County Assessor's Office. Bikepath information provided by Los Angeles County Department of Public Works.



## Duck Farm Equestrian Center

Utilizing nature-based design, our region’s equestrian land uses can be transformed into sustainable models for on-site water quality treatment. The Duck Farm (Rio San Gabriel) Equestrian Center is in need of a major renovation to improve overall site conditions, promote sustainability, and become a renewed community resource. WCA is seeking funding to construct new facilities including barns, tack rooms, and stables integrated with storm water capture systems. Water harvested from wash down areas and stormwater will be directed into nearby bioswales which will clean and infiltrate the water on site. The resulting equestrian center will be a regional showcase for sustainable horse keeping. It will demonstrate the multiple benefits of nature-based systems that improve water quality and promote stewardship of our watersheds. As equestrian centers begin to fade from our landscape, investment to restore and renovate the Duck Farm Equestrian Center will help to ensure the preservation of equestrian culture and trails, and connect us to our region’s past.

## Habitat Restoration

Within the Duck Farm River Park’s 30 acres currently under construction and in the areas around the Equestrian Center, the planting of hundreds of additional native plants and shrubs will enhance the riparian and upland habitat of this river adjacent greenway. The plantings will increase wildlife habitat diversity and health through reintroduction of native vegetative cover that will provide four key elements: food, water, cover/shelter and nesting areas. Additionally, seeds from new plantings will naturally migrate downstream and re-vegetate other areas of the San Gabriel River and improve its habitat value, and the diversity of species the river can support.



*A renovation will transform the Equestrian Center into a regional demonstration project for sustainable on-site water quality treatment.*

# Duck Farm River Park

on the San Gabriel River

## Background

The Duck Farm is 80+ acres of riverfront land along the San Gabriel River in the unincorporated community of Avocado Heights, La Puente. The development of a River Parkway was first envisioned in 2001 by Jeff Yann, a local environmentalist and longtime Sierra Club leader. Working together with the Trust for Public Land (TPL) and the Rivers and Mountains Conservancy (RMC) the property was acquired from Woodland Duck Farms by the Watershed Conservation Authority (WCA) in 2003. The Rivers and Mountains Conservancy additionally funded the development of the Duck Farm's Master Plan and Environmental Documents.

## Design and Construction

The new 30-acre park was designed by landscape architecture firm EDAW / AECOM. Additional design and value engineering by BlueGreen Consulting and general contractor Fast-Track Construction.

## Timeline

**Construction Open House:** March 9, 2019

**Groundbreaking:** March 21, 2019

**Construction:** April 2019 – July 2020

**Park Opening:** Summer 2020



*The Duck Farm River Park in construction.*



## Project Features and Amenities

### East Entry Plaza (Pocket Park)

- Sitting area with shade structure
- Native planting beds with minimal turf
- DG and concrete walking paths
- Bike racks and drinking fountain with dog bowl
- Park marque
- Driveway with pipe gate closure
- Parking lot with bioswale and trash enclosure

### Tunnel (Pedestrian Passageway)

- Decorative Metal fencing at both entry/exit
- Decorative Metal Gate
- Graphic walls w/ LED motion detector lighting

### West Entry Plaza

- Concrete paving with colored pattern
- Seating, new roll up doors, wall graphics
- History wall interpretive graphics
- Outdoor classroom seating area - low walls

### Demonstration Garden & Picnic Area

- Native plants in planting strips w/name tags
- Restroom facility - 2 universal ADA stalls
- Septic system
- Drinking fountain and bike racks
- Picnic Tables

### Bioswale and Riparian Area

- Native plants, trees and vegetated mounds
- Dry streambed with footbridges
- Boulder seating areas
- DG walking path
- Interpretive signage

### River Overlook Plaza

- Shade structures and seating areas
- Decorative custom metal lean railing
- Decorative metal fencing transition to chainlink
- Interpretive graphics on railing and bike racks

### Lower Riparian and Wildflower Meadows

- Native plants with Trees outside SCE easement
- Bioswales and vegetated mounds
- DG walking path
- Technisoil multi-purpose wide path

# Exhibit C: Duck Farm Equestrian Center Project Area



- WCA Duck Farm Park Property
- City of Industry Property
- LADWP Fee Title Property
- LADWP 50' Transmission Tower Buffer
- LADWP Easement Area





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**DUCK FARM EQUESTRIAN CENTER**

**REQUEST FOR PROPOSALS**

**FOR**

**CONCEPT PLANNING AND CONSTRUCTION DOCUMENT**

**DESIGN SERVICES**

**PROJECT LOCATION:**

**451 Rall Ave, La Puente, CA 91746**

**XXXX**

Prepared by:  
Watershed Conservation Authority  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702

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**DUCK FARM EQUESTRIAN CENTER**  
**Watershed Conservation Authority**  
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Exhibit A Duck Farm Equestrian Center Information Sheets

Exhibit B Duck Farm Equestrian Center Project Area

Exhibit C Duck Farm Equestrian Center Site Photos

Exhibit D Duck Farm Initial Study and Mitigated Negative Declaration

Exhibit E Duck Farm Initial Study and Mitigated Negative Declaration Appendices

**REQUEST FOR PROPOSALS  
FOR CONCEPT PLANNING AND CONSTRUCTION DOCUMENT  
DESIGN SERVICES  
DUCK FARM EQUESTRIAN CENTER**

**Watershed Conservation Authority  
100 North Old San Gabriel Canyon Road  
Azusa, CA 91702**

## **1. Introduction**

The Watershed Conservation Authority (WCA) is requesting proposals from qualified firms to provide concept planning and construction document design services for the Duck Farm Equestrian Center. Planning and construction documents are to be focused on both managing water runoff and conservation, as well as improving site conditions and operations to serve as a model of a sustainable equestrian center and animal keeping. The equestrian center will demonstrate the multiple benefits of nature-based solutions that improve water quality and promote stewardship of our watersheds. The objective of this solicitation is to select the best qualified firm providing highest benefit to the WCA for the requested services.

**About the WCA:** The WCA is a local public entity of the State of California recognized as a joint powers authority, exercising the joint authorities of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District (LACFCD) pursuant to Section 65000 et seq. of the Government Code. The purpose of the WCA is to expand and improve open space and recreational opportunities for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge and water conservation. Additional information can be found at [wca.ca.gov](http://wca.ca.gov).

## **2. Instructions to Proposers**

**Submittals must be received by WCA by XXXX.**

Submit digital copy of proposal to Johnathan Perisho at [jperisho@wca.ca.gov](mailto:jperisho@wca.ca.gov).

Questions regarding this RFP are welcome and shall be made in writing to Johnathan Perisho, project manager with the WCA, at [jperisho@wca.ca.gov](mailto:jperisho@wca.ca.gov) **no later than XXXX**. Note that the WCA's responses to question and requests for clarifications will be shared with other potential proposers through e-mail and the WCA website.

It is recommended that potential proposers inform Mr. Perisho of their intention or interest in responding to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.

**Notice regarding Covid-19:** A site visit is not required for this RFP. Through the RFP process and following selection please contact WCA staff concerning any interest to visit site to arrange time with us so that we may provide notice to vendor and ensure appropriate social distancing measures are in place.

## Exhibit D

### **3. Background and Overview**

Project pages describing the Equestrian Center and wider Duck Farm River Park are included as Exhibit A.

The 80+ acre Duck Farm property is located in the unincorporated equestrian district of Avocado Heights, La Puente straddling the I-605 Freeway and includes riverfront along the San Gabriel River (SGR) from Valley Blvd south to the confluence with San Jose Creek. The development of a River Parkway, at the former duck farm commercial agricultural site, was first envisioned in 2001 by Jeff Yann, a local environmentalist and longtime Sierra Club leader. Working together with the Trust for Public Land (TPL) and the Rivers and Mountains Conservancy (RMC) the property was acquired from Woodland Duck Farms by the Watershed Conservation Authority (WCA) in 2004. The Rivers and Mountains Conservancy additionally funded the development of the Duck Farm's Master Plan and Environmental Documents.

Up to nine acres of WCA property located at 451 Rall Ave may be evaluated for an equestrian concern and other park elements. The remaining WCA acreage is divided and planned for the following uses: 30+ acres currently in construction as a passive river park with entry via 255 San Fidel and accessed through a pedestrian passageway under the I-605 freeway, a future visitor center and water conservation gardens, eastside undeveloped open space, lease single family residence, and a commercial nursery.

The current equestrian center is comprised of a variety of structures and associated animal keeping elements, including to the following: 80 stables, walker, large and small rings, open grazing meadows, trailer parking, general parking, containers for tack and food storage, covered hay storage structure, washdown area, starting gate and training track, RV trailers, outdoor covered storage and work rooms, tack room, converted tack room to office area, and porta-potties. This property has a common boundary with City of LA Department of Water and Power (LADWP) and neighborhood to south, private residences and City of Industry water pumping station to the east, Caltrans I-605 Freeway and drainage to the west and Duck Farm passive park entry to the north. There is an LADWP utility easement on the property for overhead transmission towers.

The WCA is interested in evaluating the remaining undeveloped portions of the eastside WCA-owned property and existing equestrian center facilities that is comprised of approximately nine acres, as well as considering access and opportunities around the approximately one acre parcel owned and operated by LADWP to the south, access road, and rental property to southeast as shown in Exhibit B. Exhibit C includes photos of existing equestrian facilities.

The goal is to create a project that will be a model for sustainable, multi-benefit watershed friendly equestrian center as a pilot project and learning resource for the region that addresses sustainable animal keeping, water quality, community horse keeping resource, open space recreation, and watershed needs of the region. The project is an opportunity to improve equestrian center operations and strengthen it as a community asset with improved connections to the equestrian district's neighborhood trails and potential to re-establish equestrian access to the San Gabriel river and Emerald Necklace trails and amenities.

The water that flows alongside the equestrian center property is a Caltrans drainage channel. The San Gabriel River that flows on the other side of the freeway is controlled by the upstream dams as well as in-stream inflatable dams and is utilized for drinking as well as recharging the aquifers. The Duck Farm is an effort that may involve a variety of agencies depending on plan

recommendations, including LADWP, Caltrans, LA County Department of Public Works and Building and Safety, as well as the City of Industry, San Gabriel Valley Water Company, local non-profits, equestrian center operator, and community stakeholders. The planning of the Duck Farm Equestrian property will be overseen by a Project Management Team established by the WCA to ensure that final site concept plan reflects both the needs of the stakeholders and the mission of the WCA to the best possible extent.

The Duck Farm River Park's 30+ acres, currently under construction, is comprised of an neighborhood entry park, permeable parking lot, passageway under freeway, park trail loop, river overlook, shade structures, demonstration garden, riparian dry streambed and bioswales, picnic area, outdoor classroom, plaza, seating and native plants, shrubs and trees that enhance the riparian and upland habitat of this river adjacent greenway. The bioswales and native plantings are expected to be extended and incorporated into the equestrian center redesign to provide improve onsite water management and increase wildlife habitat diversity and health through reintroduction of native vegetative cover that will provide four key elements: food, water, cover/shelter and nesting areas.

Funding for the requested services under this RFP has been secured through a grant from the Rivers and Mountains Conservancy, an independent state entity within the California Natural Resources Agency. These funds are from general obligation bonds of the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (California State Proposition 84). As such, all activities funded by this grant, including the requested services within this Request for Proposals, must be consistent with all statutory requirements and grant requirements related to Proposition 84. Information about these requirements are available at [rmc.ca.gov](http://rmc.ca.gov).

Contract may be awarded for all or a portion of proposed work to be completed dependent on best value for the goals of the WCA and availability of funding.

#### **4. Proposals**

- 4.1 Proposers are requested to submit proposals as identified in Section 2, for services described in Section 5, and in a format consistent with Section 9 of this RFP.
- 4.2 This RFP is a solicitation for proposals only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, the WCA reserves the unqualified right to reject any or all proposals for any reason. WCA is responsible only for that which is expressly stated in this RFP.
- 4.3 WCA shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any proposals prepared and/or submitted in response to this request. Responses to this RFP shall be made according to the specifications and instructions contained herein.
- 4.4 WCA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submittal date. Such interpretations or changes shall be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of

## Exhibit D

the resultant contract. Such addenda shall be posted on the website and emailed to proposers that have identified themselves as interested in submitting a proposal.

- 4.5 WCA, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new proposal submittal date.
- 4.6 Any agreement entered into by the Proposer shall be consistent with applicable federal, state, and local laws.
- 4.7 Any and all parts of the submitted proposal may become part of any resultant contract between the selected Consultant and the WCA.
- 4.8 WCA will select successful Proposer(s) based on the identification of the highest benefit to the WCA and its partners in providing the requested services, regardless of race, creed, color, gender, or sexual orientation. This determination will be established on a combination of experience and qualification, quality and quantity of proposed services, and associated cost.
- 4.9 The successful Proposer is also referred to as the Consultant in this document.
- 4.10 All services to be provided by the Consultant through contracted work, and all materials, documents, reports, and other information of all types shall be the sole and exclusive property of the WCA, a public agency, and are intended for public use. Public documents and products lose their status as privileged and proprietary and may not be used for proprietary development of profit.

### **5. Scope of Services Requested**

This RFP requests services for the development and production of a concept plan and relevant construction documents. Elements are to be dependent on site conditions and program developed in consultation with WCA and outreach provider contracted by WCA. Elements may include but are not limited to:

- new barns
- tack rooms
- stalls (various)
- rings
- walker
- fencing
- access control/gating
- restroom
- grading for water management
- water quality bioswales
- cisterns
- greywater
- wash down areas
- living quarters
- office
- merchandise sales
- hay storage
- therapy pool
- petting zoo
- automobile access and parking
- utilities
- other small structures

and landscaping with locally native vegetation in alignment with *Plant Lists for the San Gabriel River Watershed*.

Contract may be awarded for all or a portion of proposed work for concept planning and construction drawing packages, for landscape elements and structural elements that are primarily prefabricated and/or pre-engineered.

Following the WCA issuance of a notice to proceed, work plans should target completion of inventory and concept planning within approximately 90 calendar days, and design development, final cost estimates, and construction drawing packages with specifications as relevant within an additional 180 calendar days, for a combined project period of approximately 270 calendar days.

**Site Analysis & Data Development:** Consultant shall identify and conduct field reconnaissance, inventories, and analyses required for the subsequent planning and design scope, including any determinations that must be made on the feasibility of the proposed improvements. Review of Duck Farm Master Plan, related existing Duck Farm construction documents, and local trails will be necessary to ensure compatibility with park vision, plans, and stronger integration with wider Equestrian District and neighborhoods. Inventory is to include at a minimum:

- *Survey:* Consultant will be responsible for conducting a topographical survey of the property to establish a base map, including determinations of site boundaries.
- *Hydrology:* Consultant to determine sources and direction of flow across site, and to develop estimates for storm events to recommend appropriate sizing and locations of both water conservation measures and nature-based solutions. The Consultant shall also identify potential sources and uses for simple greywater systems as feasible and appropriate.
- *Tree and Plant Evaluation:* Consultant shall identify locations and general conditions of vegetation on site, and include reasonable considerations for suitable native plant cover, invasive species management, and measures appropriate for supporting high integrity habitat compatible with operations and mobility of locally native species.
- *Utility Feasibility Plan:* Consultant shall conduct an analysis of current and identifiable future utility connection needs of the Duck Farm Equestrian Center, and prepare a plan of all existing utility lines currently within the park entry improvements area. Consultant shall use this data to study the feasibility of alternatives that provide for current and anticipated future utility needs while incorporating any necessary or desirable utility relocation into the equestrian center improvements. Utilities shall include, but not be limited to, connecting house and pre-fabricated restroom (or better) to sewer from Rall Ave, potable water, and natural gas services.
- Consultant may recommend additional design and related services.

Consultant is to coordinate with WCA to meet with agencies and other entities with regulatory, zoning, easement, utility, access, land use jurisdiction, or other interests in the property to identify opportunities and constraints of potential program elements. These may include LADWP, Caltrans, LA County Department of Public Works and Building and Safety, City of Industry, and San Gabriel Valley Water Company.

**Development of Concept Plan:** Concept plan shall include program elements identified through consultation with WCA Project Management Team to be effective and responsive to

present and future operational requirements. Design focus is to be on organization and sizing of site elements. Structural elements are anticipated to be pre-fabricated, or as recommended by Consultant and demonstrated to be cost-effective pre-engineered or built. Up to 2 concept plans shall be submitted for review and consideration by WCA, the granting agency Rivers and Mountains Conservancy, the current operator, and for public comment as sourced through outreach provider contracted directly by WCA.

A finalized preferred plan shall then be developed with reference to feedback provided.

***Environmental Review & Document Preparation in Providing CEQA Clearance:*** Consultant shall prepare an Initial Study to identify potential significant environmental impacts based on preferred concept plan. If potentially significant impacts are identified, Consultant shall include avoidance and mitigation measures required to reduce impacts to be less than significant. Consultant shall provide a supplemental update to the existing MND (Exhibits D and E), and provide filing assistance to the WCA in obtaining CEQA clearance. Note that the WCA will be the Lead Agency.

***Design Development of Duck Farm Equestrian Center:*** Begin development of a construction document submittal package to initial 30% based on preferred concept plan. Design is to focus on site elements and orientation, with structural elements to be standard and prefabricated—or as recommended and cost-effective—pre-engineered or built. Coordinate design and review meetings with WCA Project Management Team to solicit and incorporate the agencies comments to complete package including a first plan sheet set, standard design details, a list of materials and suppliers, outline of specifications, plant list, and an initial cost estimate.

***60%, 90%, & 100% Construction Documents & Plan Specifications:*** Consultant shall produce a design drawing package with all relevant design elements adequately detailed to allow for bidding and construction of the project. This process shall include 60%, 90%, and 100% progress submittals to the WCA, as well as opportunities for reasonable plan alterations based on comments provided by the WCA and Consultant recommendations. Packages are to include, but are not limited to, plan sheet set (General Conditions, demolition, grading, erosion control, landscape plans, material schedules, irrigation plan, water budgets, utility plans, and design details), specifications document, cut sheets, and updated cost estimate.

***For Construction Drawing & Specification Package:*** Consultant to assist the WCA through the entitlement process by preparing permit application, submitting package for regulatory agency review, incorporating permitting comments, and resubmitting plans as required for 100% construction documents prepared for the issuance of permits. This task will conclude in the submittal of a For Construction Drawing & Specification Package with wet-signed stamps.

***Optional Task – Bid Support:*** For the Equestrian Center improvements, Consultant shall assist the WCA in preparing and bidding the construction contract. Such assistances may include but are not limited to preparing bidding instructions that incorporates a listing of all known work elements with the quantities and materials required to complete the project, providing addenda to construction documents, responding to bidder's questions, and attending a pre-bid meeting. Consultant shall also participate in bid evaluations and selection, supporting the WCA through the recommendation of awards, and attending a bid award meeting. The estimated fee for this task may include a contingency, however, such contingency should be accompanied by set rates for specific task.

**Optional Task – Construction/Field Observations:** Consultant shall conduct site visits in which to observe implementation, monitor for compliance with the final construction package, and to report to the WCA. Activities shall include, but are not limited to, the review and approval of submittals, attendance during placement of landscape elements, monitoring of plant material delivered and as installed, answering RFI's, and providing clarifications to and inspections of architectural and engineering elements. The estimated fee for this task may include a contingency, however, such contingency should be accompanied by set rates for specific task.

## **6. Feasibility**

The Consultant will be responsible for determining the feasibility and cost of implementing the requested scope of services.

## **7. Schedule of Services**

After successful negotiations, award of contract, and contract execution, a Notice to Proceed will be issued for scope of services as required in this RFP.

## **8. Compensation**

The consultant shall be compensated based on hourly labor fees and direct costs for materials and travel based on a not-to-exceed contract amount. Payments for the work accomplished shall be made upon verification and acceptance of such work by the Executive Officer or his designee.

Mileage for travel and material costs required to complete the Scope of Work shall be budgeted within the proposal work plan, and shall be incorporated into the not-to-exceed contract amount. WCA will reimburse the Consultant for mileage at its customary rate. Reimbursable travel beyond budget amounts shall require advance approval from the WCA project manager. Per diem expenses are not reimbursable.

## **9. Proposal Contents**

**Cover Letter:** maximum two-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation, or joint venture; and the name, address, telephone number, and e-mail address of the contact person who will be authorized to make representations for the organization. Additionally, the cover letter should describe the proposer's current workload and capacity/commitment to complete the requested scope of services in accordance with project schedules indicated by the proposed work plan.

**Budget and Methods:** maximum two-page summary of Proposer's fees and budget listed out by task, approach to providing the project deliverables described in Section 5 of this RFP, and the requested scope of services.

**Work Plan:** Provide a Work Plan for all services as outlined in Section 5 for this RFP. The typical Work Plan shall indicate activities in support of the services requested, including reviews and participation of sub-consultants.

**Portfolio Cut Sheets, Project References, and Project Team Profiles/Resumes:** Include identification of principal staff members including major sub-consultants. Provide examples of projects which demonstrate knowledge of nature-based solutions, water management, and equestrian/animal keeping facilities, and information on key individuals providing the offered services including relevant experience, education, past experience, and projects.

## **10. Evaluation Criteria**

Proposals that are determined to be responsive to the services requested shall be evaluated based on the following criteria:

### ***General Quality and Responsiveness of the Proposal:***

- (15 pts) Recognition of overall concepts and objectives
- (10 pts) Responsiveness to RFP requirements
- (20 pts) Work plan and technical approach for all requested services
- (20 pts) Fees and budget associated with proposal

### ***Qualifications and Experience:***

- (10 pts) Project Manager responsible for the delivery of services
- (10 pts) Qualifications of personnel assigned to the project
- (10 pts) Firm's experience with similar projects
- (5 pts) Current workload and capability/commitment to complete the project

## **11. Evaluation Process**

Final selection will be based on the identification of the best qualified consultant providing highest benefit to the WCA for the requested services. This determination will be established on a combination of experience and qualification, quality and quantity of proposed services, associated cost, and will be based on evaluation scores.

May 21, 2020 - Item 12

**RESOLUTION 2020-16**

**RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO AUTHORIZE THE NEGOTIATION AND AWARD OF A CONCEPT PLAN AND DESIGN CONTRACT FOR THE DUCK FARM EQUESTRIAN CENTER**

**WHEREAS**, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy and the Los Angeles County Flood Control District; and

**WHEREAS**, the Watershed Conservation Authority (WCA) has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

**WHEREAS**, this action authorizes the Chair, or designee, to negotiate and award a concept plan and design contract for the Duck Farm Equestrian Center; and

**WHEREAS**, the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA); NOW

*Therefore, be it resolved that the WCA hereby:*

1. FINDS that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
2. ADOPTS the staff report dated May 21, 2020.
3. AUTHORIZES the Chair, or designee, to negotiate and award a concept plan and design contract for the Duck Farm Equestrian Center for a total authorized value not to exceed \$175,000.

*~ End of Resolution ~*

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Motion \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Passed and Adopted by the Board of the  
**WATERSHED CONSERVATION AUTHORITY**  
ON May 21, 2020

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Herlinda Chico  
Governing Board Chair

ATTEST: \_\_\_\_\_  
David Edsall, Jr.  
Deputy Attorney General