

**Request for Qualifications**  
**Watershed Conservation Authority (WCA)**

**CONSULTANT SERVICES RETAINER**  
**RIVER RANGER PILOT PROGRAM- REACH ZONE 1**

Provide professional services as required for retained services to be used for program planning, development, and implementation to activate the Lower Los Angeles (LA) River Ranger Pilot Program REACH Zone One (1).

WCA is seeking consultants with experience for the following:

- 1) Recreational Programs
- 2) Interpretive/Educational Programs
- 3) LA River Safety Ambassador Program

Interested consultants, non-governmental organizations (NGOs), and nonprofit organizations (NPOs) may view the RFP on the WCA website: [www.wca.ca.gov](http://www.wca.ca.gov).

All questions should be directed to Suely Saro, [ssaro@rmc.ca.gov](mailto:ssaro@rmc.ca.gov) or (562) 684-2457. We are currently working remotely due to COVID-19 and an email is preferred.

**Statements of Qualifications (SOQs) Submittal Deadline: Received or Postmarked by Thursday, October 22, 2020 at 3pm**

Submission: Documents shall be submitted to:

Watershed Conservation Authority  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702  
Attn: Suely Saro

Or electronically (preferred) to:  
Suely Saro, [ssaro@rmc.ca.gov](mailto:ssaro@rmc.ca.gov)  
cc: Dena Williams, [dwilliams@wca.ca.gov](mailto:dwilliams@wca.ca.gov)

Due to COVID-19 the WCA office is closed to in person submissions.

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**WATERSHED CONSERVATION AUTHORITY**  
**RIVER RANGER PILOT PROGRAM- REACH ZONE 1**

The Watershed Conservation Authority (WCA) is requesting Statements of Qualifications (SOQ) from individual consultants, firms, non-governmental organizations (NGOs) and nonprofit organizations (NPOs) [hereafter referred as “Contractor(s)” or “Consultant(s)”], pursuant to Government Code §4525 et eq.

**CONSULTANT SERVICES RETAINER**  
**RIVER RANGER PILOT PROGRAM- REACH ZONE 1**  
**PROGRAM DEVELOPMENT AND IMPLEMENTATION**

**I. PROJECT DESCRIPTION – RETAINER AGREEMENT**

The mission of the Los Angeles River Ranger Program is to foster connections between communities, agencies, and resources to promote safe, equitable usage and stewardship of the LA River and its tributaries as an activated and connected greenway that supports ecological, social, and recreational opportunities. The full Los Angeles River Ranger Program Establishment Plan can be viewed [here](#). The Plan recommended piloting the program in segments called River Education Adventure Community and Habitat (REACH) Zones. REACH Zone 1 (Exhibit A) is located at the confluence of the Rio Hondo and the Los Angeles Rivers, and is approximately 5 miles long within the boundary of the Cities of South Gate, Downey, and Bell Gardens.

This solicitation is to establish retainer agreements with qualified Contractors to be used on as-needed basis by the WCA. More than one (1) contract may be awarded to more than one (1) Contractor(s) 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 WCA does not guarantee that any work will be made under the agreements during the contract period to the selected Contractor(s).

**II. SCOPE OF SERVICES**

The successful Contractor(s) shall provide professional consulting services on an as-needed basis to assist in planning, developing, and implementing programming to activate the River Ranger Pilot Program at REACH Zone 1. Initial services will primarily focus on program development and planning for a LA River Safety Ambassador Program, recreation and education/interpretation programs, and resource management and maintenance. Selected consultants will participate in an advisory committee to provide guidance and support, as well as conduct public outreach. Potential funding is available for program implementation and evaluation.

### III. DESIRABLE QUALIFICATION AND EXPERTISE:

Contractor(s) shall have competency in developing, planning, and conducting recreational programs, interpretative/education programs, and/or conservation workforce development programs.

The most successful Contractor(s), shall have:

- Knowledge of the LA River Ranger Establishment Plan
- A proven track record of working with the surrounding community and residents.
- Experience developing, planning, and conducting recreational programs and/or interpretative/education programs.
- Or experience conducting developing, planning, and implementing environmental stewardship workforce development training programs

### IV. 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.

1. Letter of Interest that includes the Federal Identification Number (if applicable) of the Contractor as well as the person authorized to negotiate and sign all agreements. i) A completed W9 should be submitted with an original signature. The current version of the form is available [here](#).
2. Cover Letter (1 page).
3. 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.**
4. Contractor's Fee Schedule
5. Resume(s) of the contractor's team. 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.
6. 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). Or if applicable, provide proof of 501(c)3 non-profit status (copy of IRS Determination Letter).

- 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](#).

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.).

#### **V. SUBMISSION INFORMATION AND DEADLINE**

Documents shall be received or postmarked no later than **Thursday, October 22, 2020 at 3pm** to:

Watershed Conservation Authority  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702  
Attn: Suely Saro

Or electronically (preferred) to:  
Suely Saro, [ssaro@rmc.ca.gov](mailto:ssaro@rmc.ca.gov)  
cc: Dena Williams, [dwilliams@wca.ca.gov](mailto:dwilliams@wca.ca.gov)

Due to COVID-19 the WCA office is closed to in person submissions.

#### **VI. EVALUATION AND SELECTION CRITERIA**

Proposals will be evaluated for the following criteria:

1. Professional experience of the organization/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. (15%)
2. Professional experience and training of key personnel – list staff education, certification and training. (15%)
3. Demonstrated experience, technical competence and availability of project team in relation to the services required. (25%)
4. Demonstrated experience of the project team in relation to the quality of performance on similar past projects. (25%)
5. Capability of the project team to provide the services desired in a timely manner (10%).
6. General quality and responsiveness of statement. (10%).

The project 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**

Contractors 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 organizations/firms who have complied with the minimum qualification requirements. Typically, organizations/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, if any, a list will be compiled of one or more Contractors whose services will be utilized under the services described herein, dependent on the desired tasks and project. The selected Contractor(s) 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 WCA and each contractor will enter into negotiations to create fixed rates. In the event that a satisfactory agreement cannot be negotiated, the WCA 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 WCA does not guarantee the amount of services being requested. The WCA reserves the right to terminate the selection proceedings at any time.

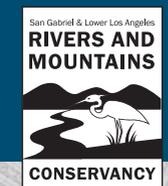
See Public Contract Code § 6106.5 (e) for further requirements pertaining to sub-consultants.

## **VIII. QUESTIONS**

All project and contract related questions and questions regarding the submission of RFQs should be directed to Suely Saro, Conservancy Project Development Specialist in writing at [ssaro@rmc.ca.gov](mailto:ssaro@rmc.ca.gov), **no later than 5PM, October 9, 2020**. In the interest of fairness to all potential contractors, the WCA will not respond to individual requests for information regarding the RFQ. Responses to all questions will be posted on the WCA’s website **by 5:00PM October 15, 2020**. Note that the responses to question and requests for clarifications will be shared with other potential Contractors through e-mail and the WCA website. It is recommended that potential Contractors inform WCA of their intention or interest in responding to this RFQ. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.

# Los Angeles River

## Ranger Program REACH 1 – Pilot



### LEGEND

- River Ranger Pilot
- River Channel
- River Bike Path
- River Trail

### RIVER TRAIL ACCESS

- |                                |                                   |                   |
|--------------------------------|-----------------------------------|-------------------|
| 1 Treasure Island Park (North) | 6 Rio Hondo Dr / Crawford Park    | 11 Hollydale Park |
| 2 Treasure Island Park (South) | 7 Firestone Blvd                  | 12 Burtis St      |
| 3 Suva St                      | 8 Southern Ave                    | 13 Southern Ave   |
| 4 Florence Ave                 | 9 Garfield Ave / Circle Park      | 14 Firestone Blvd |
| 5 John Anson Ford Park         | 10 Imperial Hwy / Parque Dos Rios |                   |

### PARK ELEMENTS

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