

**DATE:** June 25, 2015

**TO:** Watershed Conservation Authority Governing Board

**FROM:** Jennifer Thompson, Fiscal Manager

**THROUGH:** Mark Stanley, Executive Officer

**SUBJECT:** Item 16: Consideration of a resolution approving a contract for funding opportunities professional services.

**RECOMMENDATION:** The WCA Governing Board approve a two year contract with Houston Magnani & Associates for developing project funding opportunities in an amount not to exceed \$66,000 for FY 15/16 and FY 16/17.

**BACKGROUND:** As part of ongoing professional services provided to the WCA, staff issued a Request for Proposals (RFP) on April 27, 2015 for firms specializing in seeking funding opportunities. The RFP was sent to a total of 12 consultants that specialize in this form of work. See attached Exhibit A- RFP Consultant List. Proposals were due by May 18, 2015 and staff received two proposals. The two proposals were evaluated and scored by the Deputy Executive Officer and Fiscal Manager of the WCA according to the prescribed method within the RFP. Scoring evaluation of the two proposal is summarized in the table below:

<i>Funding Opportunities Proposal Evaluation</i>	<i>Houston Magnani &amp; Associates</i>	<i>Environmental &amp; Energy Consulting</i>
<b>Proposal Quality</b>		
Completeness of RFP Package and responsiveness to RFP requirements		
<b>20 POINTS</b>	20	20
<b>Fee Schedule</b>		
Fees associated with Proposal		
<b>20 POINTS</b>	20	16
<b>Statement of Experience</b>		
Level of experience and qualifications with similar projects/organizations		
<b>30 POINTS</b>	28	25
Level of key personnel experience in the delivery of requested services		
<b>20 POINTS</b>	19	16
Response from References		
<b>10 POINTS</b>	10	10
<b>Proposal Scores: 100 Total Points</b>	96	87

Staff, upon completing the aforementioned evaluation, found Houston Magnani & Associates to be the most qualified and beneficial provider of services. Additionally, Houston Magnani & Associates has demonstrated their vast expertise with regards to legislation, funding opportunities, and establishing close relationships with key statewide elected officials in the areas of parks, water, climate change and natural resource management.

The following is included in the scope of work under this contract:

1. Development of programmatic descriptions and proposed allocations for projects consistent with WCA's mission.
2. Solicitation of legislative support and advocacy for these programs and funding allocations
3. Tracking of legislative actions which can support these programs and funding allocations
4. Monthly reporting of key legislative bills related to a variety of natural resource topics that may affect the WCA including, but not limited to, parks, open space, water, air quality, transportation, etc.,
5. Serve as liaison between the California legislature and the WCA and coordinate necessary communications including meetings, conferences, telephone calls and related communications.

In addition, the Houston Magnani & Associates has expertise in working with entities in the coordination and preparation of environmental/resource stewardship related grants both as a lead grant writer or facilitator of grant related services including community outreach, research, data and statistic collection.

Staff recommends awarding Houston Magnani & Associates a contract to provide funding opportunity professional services in an amount not to exceed \$33,000 for FY15/16, which includes a monthly retainer of \$2,500 plus a standard 10% in contingency (valued at \$3,000 annually) for reimbursable expenses that might be incurred. Contingency can only be utilized upon pre-approval by the WCA; any contingency not utilized under the contract will be considered forfeited for that contract year. Included in this approval is authorization to enter into a two year contract through FY 16/17 at a value not to exceed \$66,000.

Provisions within the RFP allow for the execution of a 24 month or two year contract and asked that the Proposer provide a monthly retainer fee schedule and an estimate of contingency/reimbursable costs that would remain in effect for the duration of the Agreement. Services will be rendered from July 1, 2015 through June 30, 2017 in the amount not to exceed \$33,000 for FY 15/16 and then an additional amount of \$33,000 for FY 16/17.

**FISCAL INFORMATION:** This two-year contract will be funded from the budgeted Funding Opportunities line item under General Administrative Expenditures in the amount not to exceed \$66,000 for FY 15/16 and FY 16/17. Sufficient funds are expected to be available as budgeted from JPA contributions and overhead allocations.

## Exhibit A Consultant List

Title	First Name	Last Name	Company Name	Address Line 1	City	State	ZIP Code	Work Phone	E-mail Address
Mr.	Jason	Gonsalves	Joe A. Gonsalves & Sons	925 L Street, Suite 250	Sacramento	CA	95814	916-441-0597	<a href="mailto:gonsalves@gonsalvi.com">gonsalves@gonsalvi.com</a>
Ms.	Connie	Gallippi	Conservation Strategy Group	1100 11th Street, Suite 200	Sacramento	CA	95814	916-558-1516	<a href="mailto:info@csgcalifornia.com">info@csgcalifornia.com</a>
Mr.	Doug	Houston	Houston Magnani	1029 J Street, Suite 300	Sacramento	CA	95814	916-447-9884	<a href="mailto:doug@houstonmagnani.com">doug@houstonmagnani.com</a>
Mr.	Pete	Price	Price Consulting	1029 K St. Suite 38	Sacramento	CA	95814	916-448-1015	<a href="mailto:info@priceconsulting.com">info@priceconsulting.com</a>
Mr.	Alan	Lind	Lind & Associates	400 Capitol Mall #900	Sacramento	CA	95814	916-449-3942	<a href="mailto:allanlind@sbcglobal.net">allanlind@sbcglobal.net</a>
Mr.	Hal	Dash	Cerrell Associates	320 N. Larchmont Blvd.	Los Angeles	CA	90004	323-466-3445	<a href="mailto:hal@cerrell.com">hal@cerrell.com</a>
Ms.	Susan	McCabe	McCabe & Company, Inc. California Advocates, Inc.	122 Voyage Mall 714 W. Olympic Blvd. #601	Marina Del Rey Los Angeles,	CA	90292 90015	310-821-1004 916-441-5050	<a href="mailto:smccabe@mccabeandcompany.net">smccabe@mccabeandcompany.net</a> <a href="mailto:LA@californiaadvocates.com">LA@californiaadvocates.com</a>
Mr.	Ravi	Mehta	Capitol Advocates	1215 K Street, 17th Floor	Sacramento	CA	95814	916-486-1955	<a href="mailto:rmehta@capitol-advocates.com">rmehta@capitol-advocates.com</a>
Ms.	Wendy	James	The Better World Group	210 N. Glenoaks Blvd., #A	Burbank	CA	91502	818-563-9111	<a href="mailto:wendy@betterworldgroup.com">wendy@betterworldgroup.com</a>
Mr.	Reed	Addis	Environment Energy & Consulting	1121 L Street Suite 400	Sacramento	CA	95814	916-426-9170	<a href="mailto:reed@caleec.com">reed@caleec.com</a>
Ms.	Joanne	Jkozberg	California Strategies, LLC	9720 Wilshire Blvd. Ste. 202	Beverly Hills	CA	90212	310-843-9600	<a href="mailto:jkozberg@calstrat.com">jkozberg@calstrat.com</a>

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**RESOLUTION 2015-26**

**RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO APPROVE A CONTRACT WITH HOUSTON MAGNANI & ASSOCIATES FOR FUNDING OPPORTUNITIES PROFESSIONAL SERVICES**

**WHEREAS**, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (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 will approve the WCA to enter into a 24-month contract for funding opportunities with Houston Magnani & Associates for FY 15/16 and FY 16/17; and

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

*Therefore be it resolved that the WCA hereby:*

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated June 25, 2015.
4. **APPROVES** a 24-month contract with Houston Magnani & Associates in an amount not to exceed \$66,000 for FY 15/16 and FY16/17.

*~ End of Resolution ~*

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

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

Resolution 2015-26

Passed and Adopted by the Board of the  
**WATERSHED CONSERVATION AUTHORITY**  
On June 25, 2015

\_\_\_\_\_  
Brian Mejia, Governing Board Chair

ATTEST: \_\_\_\_\_  
Terry Fujimoto  
Deputy Attorney General