



# **Request for Proposals For MANAGEMENT SERVICES**

**Rio Hondo/San Gabriel River Watershed Management  
Joint Powers Authority  
January 25, 2023**

**SUBMITTALS:**

One (1) electronic copy of the proposal must be received by the Authority no later than **5:00 p.m. on February 17, 2023**

**CONTACT PERSON:**

Kevin Kearney, Governing Board Chair  
600 Winston Avenue  
Bradbury, CA 91008  
(626) 358-3218

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## Request for Proposal – Management Services

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority ('Authority') is inviting qualified consultants to submit proposals to provide Management Services with tasks detailed in **Appendix A – Preliminary Scope of Work**.

### Introduction

This Request for Proposal ('RFP') is intended to procure services for program management to sustain the Authority through the support of watershed activities.

### About the Authority

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority is comprised of the cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre. The Authority was established between the cities to exercise their powers jointly to accomplish the common objectives of financing and implementing the Los Angeles County MS4 Permit through the development of a Watershed Management Program. The Authority is relatively new as it was recently established last year in 2022. The organization has an adopted set of bylaws, but the organization is still in the process of setting up policies, and establishing systems and procedures.

### Requirement for Redistricting Services

The Authority will seek to award a contract to the lowest responsible and responsive bidder that demonstrates the ability to meet the needs of the Authority for the project outlined in Appendix A of this RFP. Experience and cost in performing similar services will be a weighted factor in the selection process. In addition to experience and cost, quality of performance on previous contracts; ability to meet schedules and budgets; and ability to communicate well with Authority members will be some of the attributes and factors considered.

All consultants participating in this RFP process will be required to submit the following information:

- The legal name of company, address, and telephone number.
- A summary list of contracts that the consultant has had with public agencies during the past five (5) years.
- Identification of the principal contact with the Authority.
- The name, address, and telephone number to whom correspondence should be directed.
- A representative listing of current clients.
- Resumes of personnel involved.

### Schedule of RFP Events

It is the goal of the Authority to select the consultant during the **March 15, 2023** Governing Board meeting. In preparation for this action, the following schedule of events have been prepared:



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Release of RFP	<b>January 25, 2023</b>
Proposals are Due	<b>February 17, 2023 at 5:00p.m.</b>
Informal Phone Interviews	<b>Week of February 27, 2023</b>
Approval of Contract	<b>March 15, 2023</b>

\*\* All dates are subject to change at the discretion of the Authority.

All questions, requests for clarifications, changes, exceptions or deviations to the Scope of Work set forth in this RFP must be submitted via email:

Kevin Kearney, Governing Board Chair  
Email: [kkearney@cityofbradbury.org](mailto:kkearney@cityofbradbury.org)

### Statement of Qualifications

One (1) electronic copy of the proposal, must be provided no later than **February 17, 2023 at 5:00 p.m.** All submittals shall be addressed via email as follows:

Kevin Kearney, Governing Board Chair  
Email: [kkearney@cityofbradbury.org](mailto:kkearney@cityofbradbury.org)

### Cost of RFP Preparation

The Authority reserves the right to amend, withdraw and/or cancel this RFP. The Authority reserves the right to reject all responses to this RFP at any time prior to contract execution. The Authority reserves the right to request or obtain additional information about any and all responses.

The Authority shall not be liable for any pre-contractual expenses incurred by any person or firm preparing a submittal or portions thereof or by any selected consultant. Each consultant shall protect, defend, indemnify, and hold harmless the Authority from any and all liability, claims, or expenses incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre- contractual expenses are defined as expenses incurred by consultants, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the Authority on any matter related to this procurement
- Any costs associated with this RFP
- All expenses incurred by a consultant prior to the date of award and a formal notice to proceed.



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### **Withdraw of Proposal**

Proposals may be withdrawn by written notice received by the Authority at any time prior to the submittal deadline.

### **Contract Type (Time and Materials)**

The Compensation/Fee for this contract is expected to be based on firm fixed hourly rates subject to an overall contract cap including the reimbursement of other direct and indirect costs, such as travel, incidentals, and any other out-of-pocket expenses that would be charged to the Authority. The rates will be fixed for the duration of the Professional Services Agreement. Any changes in the hourly rate charges will require the Authority's advance written approval.

### **Scope of Work**

A scope of work for this contract is included in Appendix A of this RFP.

### **Additional Information**

#### *Equal Employment Opportunity*

The Authority is an equal opportunity employer and requires all consultants to comply with policies and regulations concerning equal employment opportunity

#### *Public Information Act Requests*

All information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the Authority will be governed by this Act.



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# APPENDIX A

# PRELIMINARY SCOPE OF WORK



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## APPENDIX A PRELIMINARY SCOPE OF WORK

The Rio Hondo/San Gabriel River Watershed Management Joint Powers Authority is inviting qualified consultants to submit proposals to provide management services, which includes, but is not limited to the following tasks that should be itemized by hours, consultants identified to work on each task and a lump sum total cost.

### 1. GENERAL ADMINISTRATION

- a. Coordinate general activities with the Governing Board and staff.
- b. Administer and oversee MOUs, agreements and contracts
- c. Coordinate and manage Authority's State of Economic Interest Forms and State required filings
- d. Coordinate Authority activities as necessary

### 2. DEVELOP AND MAINTAIN GOVERNING BOARD POLICIES AND PROCEDURES

- a. Develop and maintain such policies and procedures as the Authority's bylaws, procurement, RFPs/RFOs, on-call consultants, Professional Services Agreements, and grants
- b. Maintain membership dues
- c. Budgeting and Reserves
- d. Goods and services
- e. Develop a communications plan for public outreach, including suggestions for webpage content and design, public feedback logistics, and strategies for engaging constituents.

### 3. ACCOUNTING AND AUDITING COORDINATION

- a. Setup Accounting System and Processes
  - i. Set up accounting software and accounts
  - ii. Set up process for invoicing, accounts payable, accounts receivable and reports.
  - iii. Provide advice to the Authority on systems, procedures, etc. as requested.
- b. Manage Account System and Processes
  - i. Generate invoices, receipts from revenues from various sources, such as MOUs, Federal and State grant reimbursements, membership dues, etc.
  - ii. Prepare annual budget.
  - iii. Manage accounting of accounts payables and receivables.
  - iv. Prepare, distribute and manage invoices to Authority members and other groups or individual entities as authorized and approved by the Governing Board.
  - v. Document and manage investment funds
  - vi. Reconcile accounts payable, accounts receivables, and fund balances,



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- budgets, etc.
- vii. Coordinate with independent auditor
- viii. Provide financial reports to the State Controller or other regulatory agencies, as necessary.
- ix. Prepare Governing Board letters and memos regarding financial activities
- x. Develop and prepare revenue and expense reports, as necessary.
- xi. Prepare reports and information for annual audit.
- xii. Maintain any subscriptions for online accounting software.

#### **4. PROJECT GRANT/FUNDING MANAGEMENT**

- a. Establish and Manage Grant/Funding Agreement Processes
  - i. Oversee, coordinate and manage administration for various grant/funding programs awarded for projects.
  - ii. Oversee the submission of grant applications.
  - iii. Prepare, coordinate, and manage grant reimbursement requests.
  - iv. Coordinate and submit documents, reports, and general information to Local, State, and Federal agencies as required by funding agreements.