



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
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REQUEST FOR PROPOSALS UPPER LOS ANGELES RIVER AND TRIBUTARIES REVITALIZATION PLAN

May 14, 2018

The Mountains Recreation and Conservation Authority (MRCA) requests proposals from professional, highly experienced environmental design firms to cooperatively assist MRCA, Santa Monica Mountains Conservancy (SMMC), and the SMMC's Assembly Bill (AB) 466 Working Group with the planning, coordination, development and preparation of an Upper Los Angeles River and Tributaries Revitalization Plan (Plan). Herein the SMMC with support by the MRCA is collectively referred to as the "Project Planning Team".

The Plan shall address the unique and diverse needs of the region's watershed and the communities through which it passes. It requires a master planning process that is based upon community engagement, prioritizes disadvantaged communities, and builds upon the many existing plans for the Los Angeles River, but does not duplicate past efforts. The Plan shall include recommendations for feasible financing opportunities to fund projects and future planning efforts. The firm shall provide full facilitation services for the entire process and shall coordinate extensively with the Project Planning Team and the Working Group.

The entire Plan and process shall be completed within 15-18 months. The effort is divided into three phases: Inventory and Analysis, Concept Development, and Plan Preparation, with estimated duration of approximately five months each.

Project Location

As defined by AB 466, the plan shall cover the areas of the Upper Los Angeles River, the tributaries of the Pacoima Wash, Tujunga Wash, and Verdugo Wash, and any additional tributaries, as prescribed.

Contact

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RFP Schedule

Direct all questions to the contact listed above before 3:00 PM on May 25, 2018. All interested firms must register with MRCA by 3:00 PM on June 1, 2018 in order to receive the clarifications and addenda. Clarifications will be distributed electronically by 3:00 PM on June 1, 2018 to all registered. To register, send an email to the contact above.

Follow the guidelines listed in this RFP and submit **two unbound hard copies or a single electronic PDF file (preferred) by 3:00 PM on Monday, June 11, 2018** to the contact above. Late submissions will not be accepted. There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information. Packages delivered in person should be taken to the reception desk at the address above on the 2nd floor of the California Building. Electronic submittals shall be kept below 20 MB.

Proposals will be reviewed within 3-4 weeks. The Project Planning Team and/or the Working Group may request interviews at our convenience. Every effort will be made to adhere to the stated schedule but it may be modified as needed without prior notice.

Team Requirements

The consultant project team shall include the following cadre of skilled professionals: Landscape Architect, Engineer, Facilitator, Hydrologist, Biologist/Ecologist, Community Engagement, website designer, Planning/Policy Expert, Economist, and Housing/Social Equity advisor. The consultant team shall contain at least 25% certified disadvantaged businesses.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the SMMC, the SMMC Advisory Committee, the MRCA, or any other joint powers authority for which the SMMC is a constituent member, or to any officer, director or staff member with discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.

Evaluation and Selection

Selection will be based on demonstrated competence and qualifications for the services to be performed at fair and reasonable prices. Proposed deviations from the RFP requirements will be noted and taken into consideration. The information provided in response to the RFP's requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. Any proposal deemed irresponsible or unresponsive will not be considered.

The Executive Officer of the MRCA reserves the right not to award any contract or to award multiple contracts.

Proposals will be evaluated for the following criteria:

- Demonstrated experience of the consultant team in relation to the services required and quality of performance on similar past projects.
- Demonstrated experience, technical competence and availability of key personnel in relation to the services required.
- Recommendations of prior clients.
- Capability of the project team to provide the services desired in a timely manner.
- Value offered considering capabilities and experience of the project team.

The Project Planning Team may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference in the proposal.

About MRCA

The MRCA, established in 1985, is a local public agency exercising joint powers of the [Santa Monica Mountains Conservancy](#), the [Conejo Recreation and Park District](#), and the [Rancho Simi Recreation and Park District](#) pursuant to Section 6500 *et seq.* of the Government Code.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 73,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies. The MRCA works in cooperation with the Conservancy and other local partners to acquire parkland, participate in vital planning processes, complete major park improvement projects, and provide education and interpretation programs for the public.

1 – Project Information

Background

The unique obstacles that state and local governments encounter when managing the river and its surrounding areas require consideration when developing a Revitalization Plan for the Upper Los Angeles River watershed. AB 466, signed by Governor Brown in September 2017, established within the Santa Monica Mountains Conservancy Zone the Upper Los Angeles River and Tributaries Working Group (aka AB 466 Working Group). The Working Group is made up of 23 representatives appointed by the Secretary of the Natural Resources Agency.

As part of AB 466, the Working Group is charged with creating and adopting a Revitalization Plan for the Upper Los Angeles River, Tujunga Wash, Pacoima Wash, Verdugo Wash, and any other tributary waterway that the Working Group determines to be relevant. This planning effort is to be done through watershed-based planning methods and community engagement. The Revitalization Plan shall address the unique and diverse needs of the watershed and the communities through which it passes. The Working Group shall make decisions about the planning and funding priorities for restoration and revitalization of these waterways.

A *Relevant Literature Review* is currently in process, which consists of a review and analysis of significant watershed planning documents and existing plans. The *Literature Review* identifies needs, gaps, consistencies and inconsistencies among these plans. Upon completion, the findings will be available to the selected consultant team for reference. It is expected that additional mapping of portions of the project area and some schematic development of proposed projects will be required to have equivalent and thorough analyses and planning among the river's different communities.

Specific requirements for the project are described in AB 466:

1. The Revitalization Plan shall require a master planning process that includes community engagement and prioritization of disadvantaged communities, identified pursuant to Section 39711 of the Health and Safety Code.
2. The Working Group shall submit the Revitalization Plan to SMMC for approval.
3. The bill requires the Revitalization Plan to be considered an amendment to the SMMC and San Gabriel and Los Angeles Rivers and Mountains Conservancy (RMC)'s shared vision document *Common Ground from the Mountains to the Sea: Watershed and Open Space Plan for the San Gabriel and Los Angeles Rivers*. Upon adoption by the SMMC, other municipalities may adopt the Plan.

Jurisdictions

Agency

AB 466 established that the SMMC provide the necessary staffing to the Working Group to assist in the development of the Plan. SMMC granted funds to MRCA to support this effort,

and together the two agencies are the Project Planning Team that will manage the AB 466 consultant team.

Geographic

The Upper Los Angeles River, the tributaries of the Pacoima Wash, Tujunga Wash, Verdugo Wash, and any additional tributary waterway that the Working Group determines to be necessary, on both the east and west river banks, and any additional tributaries as prescribed.

Project Schedule

The completed Final Plan shall be available by September 16, 2019¹, including review and comment periods, with the following milestones:

- a) Start date of July 1, 2018.
- b) First Working Group meeting on July 18, 2018 and on a monthly basis thereafter.
- c) Monthly meetings of 3 subcommittees.
- d) Community Engagement Plan draft for discussion by September 1, 2018.
- e) Inventory and Analysis phase shall be completed by November 20, 2018.
- f) Concept Development phase shall be completed by April 15, 2019.
- g) During the Plan Preparation phase, the Draft Plan shall be submitted for review by July 15, 2019, and the Final Plan by September 16, 2019, including review and comment periods.

The Project Planning Team reserves the right to modify the schedule.

Roles

The Consultant team shall be responsible for:

1. For all meetings: Agenda, Materials, Handouts, Meeting Summary, and Action Items.
2. Facilitation of all meetings including real time documentation of items heard.
3. Assist the Project Planning Team with outreach coordination and follow up with all organizations involved.
4. Coordination of meetings with the Project Planning Team.
5. Coordination with technical advisors and non-governmental organization (NGO) partners.
6. Identification and development of technical information needed for project.
7. Development of project graphic identity.
8. Development of interactive website and updates as needed.

¹ AB 466 states that the Plan shall be completed by March 1, 2019. However, due to the significant effort and time needed for a consensus Working Group and public process to result in a transformative Revitalization Plan, an extension of up to one year to complete the Plan will be requested to the Legislature.

9. Community Engagement Plan
10. Development of the complete Revitalization Plan and Appendices.

The Project Planning Team shall be responsible for:

1. Coordinating and securing of locations for all meetings.
2. Development and administration of Public Notices for the project, including posting Meeting Agendas per California's Bagley-Keene Open Meeting Act.
3. Meeting minutes for public record as required.
4. Point of contact with the Working Group.
5. Providing language translation for meetings, as necessary.
6. Securing food and refreshments for meetings, as necessary.
7. Provide review and comments for all project materials.
8. Administer fiscal contracts with other entities.
9. Point of contact and designated official public response to all media inquiries.

Other entities TBD (technical advisors and Non-Governmental Organizations) shall be responsible for:

1. Technical review of draft documents for subject matter expertise.
2. Soliciting members of the public for participation in community outreach.
3. Distribution of public information.
4. Watershed Education activities during community engagement.

Additional clarification of roles shall occur as necessary during the process.

2 – Scope of Services

The MRCA anticipates that the selected consultant team will need to perform the following services. Respondents should supplement this list as they determine appropriate, however keep in mind that cost and value are selection considerations. All items shall be completed within the stated time frame. **The Project Planning Team reserves the right to modify the scope of services at their discretion, including curtailment of some activities, to meet budget constraints and the Legislative deadline.**

Part 1: Required Project Processes

General

1. All elements described, including their nomenclature and details, are subject to input and review from the Working Group and Project Planning Team. As applicable, technical advisors TBD shall also provide input and review. There will also be a public review of certain draft components of the Plan.
2. The Consultant team is required to coordinate extensively between the Project Planning Team and Working Group, as well as stakeholders, community members, technical advisors, NGOs and other consultants TBD. A cooperative attitude toward all involved is required.
3. All printed and online materials shall have a clean and contemporary graphic identity to identify the Plan and the Upper Los Angeles River. Options for the graphic identity shall be reviewed by the Project Planning Team. Once approved, the Consultant team shall provide graphic standard guidelines to ensure consistent usage of the color palette, fonts, and any associated imagery.

Meeting Coordination/Facilitation

4. Coordinate and facilitate meetings:
 - a. Working Group Meetings: No more than sixteen (16) monthly Working Group meetings shall be conducted. The first Working Group meeting is scheduled to take place on July 18, 2018, and continue monthly thereafter. Time and locations of Working Group meetings TBD by the Working Group, and may occur during the day or evening.
 - b. Committee Meetings: No more than sixteen (16) meetings, for up to three (3) Committees shall be conducted between each Working Group meeting. The Project Planning Team envisions three distinct Committees to be formed by the Working Group to focus on issue categories and/or geographic areas.
 - c. Project Coordination Meetings: It is expected that a weekly conference call with the Project Planning Team will be useful throughout the duration of the project. These meetings/calls will review project schedule, strategies, readiness for upcoming meetings, and overall progress of the project.

Additional meetings with the Project Planning Team will be needed to coordinate and focus on specific items.

- d. Community Meetings: A minimum of nine (9) dedicated community meetings to gather public input shall be held. Three (3) sets of meetings (e.g. kickoff, information gathering/concept development, and review of concepts), with each held in three (3) locations, are recommended. The consultant team shall facilitate the meetings and all required materials. These meetings will function as both outreach from the Working Group and opportunities to gather information and data on the Plan's content.

Community meeting locations will be determined with input from the Working Group, the Project Planning Team, and other stakeholders. NGOs may provide publicity and recruitment for participation. Community meetings shall also include watershed education activities, which may also be conducted by NGOs TBD.

- e. Tours/Fieldtrips/Site Visits: Up to three (3) field events may be scheduled to show the Working Group and interested members of the public important and/or interesting places. The Consultant team shall assist the Project Planning Team with the coordination of these informational events.

Public Communication

5. Develop an effective *Community Engagement Plan* to ensure public participation and input to the Plan. This plan shall describe the proposed outreach activities, identify key stakeholder groups, integrate online resources, describe survey(s), and specify the roles of NGOs and other partners. The *Community Engagement Plan* shall include the nine dedicated public meetings as described above. The document will identify project-related tasks, milestones, and timeline to guide the outreach effort, while recognizing the dynamics with the direction from the Working Group. The Engagement plan shall include a minimum of nine community meetings to gather public input as noted above.
6. Consultant team shall develop and maintain an *Interactive Website* for the Plan that allows users to learn about the project, see project updates and upcoming events, participate in surveys, and review Draft and Final Plan components. All content and design elements, for the website must be reviewed and approved by the Project Planning Team before going live. The web platform must have a responsive design to work across multiple platform types. The website should be updated by the consultant team throughout the planning process. A private portal for the Working Group members shall also be created to share project relevant materials.
7. The community meetings shall incorporate Watershed Education activities and programs that help communities recognize the value of the waterways and the importance of protecting the river's resources. The Watershed Education activities

shall be conducted by NGOs and other entities. Consultant shall coordinate as needed.

Part 2: Developing the Revitalization Plan

Overall Document

8. The Revitalization Plan will outline the planning process, delineate the project area, clearly articulate the vision, goals, and objectives, document the prioritization criteria, feature selected project concepts, and discuss programmatic needs for full implementation.
9. Sections within the Final Plan must include, but are not limited to: Context, Vision, Inventory and Analysis, Outreach Results, Project Concepts, Prioritization Criteria, and Implementation Plan. See below for Appendices.
10. The Final Plan should be consistent with, enhance, and may be incorporated into plans that include, but are not limited to, the County of Los Angeles' *Los Angeles River Master Plan* and the City of Los Angeles' *Los Angeles River Revitalization Master Plan*.
11. Consultant shall compile and respond, as necessary, to public comments received on Draft Plan components.
12. The Final Plan shall incorporate the comments, updates, and revisions received from the Working Group, the Project Planning Team, technical advisors, stakeholders and public.
13. Ten (10) hard copies of Draft and Final Plans shall be provided to the Project Planning Team. Electronic files shall be posted for download from the project website and Working Group online portal.

Introduction

14. Guiding Principles and Framework to include: establishment of baseline conditions, supporting development of Plan Element Goals, Objectives, and Framework, identification of opportunities for enhancement and revitalization, develop evaluation criteria for future project implementation, characterization of broad categories of multi-benefit opportunities.

Inventory and Analysis

15. Detailed information that should be provided includes but is not limited to:
 - a. *Biophysical Data*: watershed and sub watershed details, channel design and engineering, river hydraulic flows, water quality, runoff and permeability, geomorphology, groundwater basins, topology, historic and contemporary ecology, significant biological areas, and habitat connectivity; and

- b. *Sociocultural Data*: demographics, disadvantaged communities, environmentally contaminated areas, park provision, parks, planned park and river revitalization projects, land use, jobs and density, roads, public transportation, pedestrian and bicycle routes, community hubs, utility corridors.
16. Identification and analysis of project gap areas that have not been discussed in previous planning and vision efforts. In addition to the *Relevant Literature Review* which will be provided to the Consultant, the Consultant shall also identify and consolidate existing and proposed projects in gap areas. Wherever competing proposals exist, the Project Planning Team will seek feedback from the Working Group to identify preferred projects.
 17. Mapping as needed for a consistent level of information throughout the study area.
 18. Describe the information gathered during the community outreach process and identify how it was or was not incorporated into the Plan.

Project Concepts

19. Development of project concepts within gap areas, and identification of prioritization projects throughout project area. Up to six (6) highlighted projects shall be developed to an early conceptual design level.

Implementation Plan

20. Develop criteria to prioritize projects. Criteria shall reflect a consensus process that identifies key projects with timelines for completion, willing project partners, and phasing strategies.
21. Evaluate project opportunities using the prioritization criteria.
22. Identification of required permits, approvals, or policy changes required for successful implementation.
23. Identification of relevant existing and recommendations of future funding sources to finance the implementation of the Final Plan that are long-term and sustainable.
24. Identify future planning efforts necessary for full implementation.
25. Recommendations for further Watershed Education Programs.

Appendices

26. The *Community Engagement Plan* shall be included as an Appendix to the Final Plan.
27. The providers of Watershed Education activities shall prepare reports documenting the events, and these shall be included as an Appendix to the Final Plan.

3 – Proposal Requirements

Please provide the following information in your proposal:

1. Cover Letter

- a. Describe the team's approach to your work, including communication process, project management, and quality control.
- b. Name members of the proposed project team.
- c. Note any certifications as a disadvantaged business enterprise.
- d. Describe all prior participation with an MRCA project by firm and/or key personnel, whether or not firm contracted directly with MRCA, if applicable.

2. Qualifications and Background

- a. Provide resumes of key project personnel—Project Executive, Project Manager, Job Captain, etc. Indicate number of years each person has been employed by the firm. Resumes should highlight relevant qualifications for this project.
- b. Provide concise, 1-2 page descriptions of comparable projects now in progress or completed within the last five (5) years for which members of the consultant team provided similar services. These descriptions should demonstrate the team's experience relevant to the project described in this RFP. List members of the proposed team who worked on the project(s) and their role. Include no more than 5 examples. Include contact information for client references.
- c. Provide the following information, to the extent such documents already exist:
 - i. List of names and contact information for clients for which services were performed in the last five years.
 - ii. Samples of the services performed including the scope and cost.
 - iii. Disclosure of any actions taken against the professional.
 - iv. A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s).
- d. Provide specific information on the firm's litigation history, in the last five years, of termination for default, litigation by or against the firm, and judgments entered for or against the firm.

3. Proposed Budget and Fees

- e. Provide consultant team's proposed budget and fee structure. Proposal format should follow example below, with one line-item per type of activity. Each line item should include anticipated quantity or time (budgeted) for a project of this size/complexity and the proposed unit prices for each.

Example:

<u>Item</u>	<u>Estimated Qty.</u>	<u>Unit Cost</u>	<u>Estimated Total</u>
Principal	X Hrs.	\$X/Hr =	\$X
Technician	X Hrs.	\$X/Hr =	\$X
Supplies	X	\$X/Each =	\$X
Equipment	X Hrs.	\$X/Hr =	\$X
Trip Charges	X	\$X/Each =	\$X

4. Proposed Project Timeline/Schedule

The entire Plan and process shall be complete within 15 to 18 months.

- a. Submit a basic project schedule incorporating milestones with completion of each task required, subdivided as necessary. The start date for the schedule should be July 1, 2018.
- b. Incorporate the milestones and key dates noted in the RFP's Project Schedule.