

**MEMO**

September 10, 2018

**From:** Ad Hoc Request for Proposals (RFP) Review Committee  
Emily Gabel-Luddy, Mayor, City of Burbank  
Miguel A. Luna

**To:** Mountains Recreation and Conservation Authority, Board

**Cc:** City of LA Councilmember Monica Rodriguez, Chair, Upper LA River Working Group  
City of LA Councilmember Bob Blumenfield, Vice-chair, Upper LA River Working Group

**Re:** **Consultant selection recommendation for Technical team for the Upper Los Angeles River and Tributaries Revitalization Plan**

On behalf of the Ad hoc committee, Ms. Gabel-Luddy and Mr. Luna, by way of this memo we would like to submit our recommendation for the selection of the TetraTech team. After a thorough review of all three applicants, we jointly believe that TetraTech would be the best team to provide the technical assistance needed to successfully fulfill the needs for completion of the Upper Los Angeles River and Tributaries Revitalization Plan.

**Process**

The committee reviewed all three proposals and ranked these side-by-side using a score card that evaluated five criteria areas against a point system of 0-5 (5 being the highest possible for each). The criteria areas ranked were:

- 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.
- Capability of the project team to provide the services desired in a timely manner.
- Value offered considering capabilities and experience of the project team.
- Project team (Landscape Architect; Engineering Environmental Planning; Hydrology; Ecology; Biology; Community Engagement; Facilitation; Web Design; Economics; Policy; Housing/Social Equity)

Additionally, we also verified that all proposals met the following proposal requirements:

- Cover Letter
- Qualifications and Background
- Proposed Budget and Fees
- Meets DBE Requirements
- Proposed Project Timeline/Schedule

## Ranking

The teams were ranked as follow:

Team	Combined Score
TetraTech	22.5
SWA	19.25
DesignWorkshop	13.75

## Additional Recommendations for consideration

During the review process the committee felt it was important to provide the following recommendations for the MRCA board to consider moving forward:

- MRCA to accept selected team to do outreach and not issue an additional RFP. We recommend that the technical team selected work with local NGOs or CBO's or neighborhood councils, block groups to assist with outreach. Use additional funding for translation at meetings and for executive summaries and other written materials.
- Consider strongly the integration of existing watershed plans in the development of the of project prioritization. As well as Integrated Regional Water Management Projects and Stormwater Plans. Work with Public Works departments. And recreation plans along the tributaries/channels.
- Selected team to consider the outcomes that additional conservation could cause shift in recreational uses and sources of water to the river.

The committee would like to thank the MRCA staff for making themselves available to answer questions in a timely manner required for the committee to perform this evaluation.

Sincerely,

Ad Hoc Request for Proposals (RFP) Review Committee  
Hon. Emily Gabel-Luddy, Mayor, City of Burbank  
Miguel A. Luna