
Central Coast Regional Water Quality Control Board

**ENVIRONMENTAL JUSTICE SERVICE PROGRAM
FOR THE CENTRAL COAST REGION**

**REQUEST FOR PROPOSALS NOTICE
Applications Due by 5:00 P.M.
Friday, July 20, 2018**

I. INTRODUCTION

Consistent with the State and Regional Water Board's environmental justice (EJ) goals and the Central Coast Water Board's Human Right to Water Resolution No. R3-2017-0004¹, the Central Coast Water Board is establishing a program to increase regional EJ service capacity to assist low-income, disadvantaged individuals and communities (DACs) in obtaining access to clean, safe, and affordable drinking water. The Central Coast Water Board is soliciting proposals from public agencies, nonprofit organizations, and non-governmental organizations to establish a regional office that can provide a stable and continuous local presence to support low-income, disadvantaged individuals and communities (DACs), and develop and implement comprehensive, short and long-term environmental justice, safe drinking water and wastewater programs.

II. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application for the attached Request for Proposals (RFP). The section consists of two subsections: A) How to Submit and, B) What to Submit. It is important that the applicant follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to the Central Coast Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived. Applicants will be evaluated based on the information provided in the RFP and the expertise of the reviewers.

A. HOW TO SUBMIT

Submissions must be received by 5:00 PM or post-marked no later than July 20, 2018. Applicants must submit a complete application in an electronic searchable PDF or Microsoft Word format. Documents that are less than 10MB should be emailed to the following address below. Specify, "Environmental Justice Service Program RFP Submittal" with the subject line for electronic submittals. Documents that are 10mb or larger should be transferred to a USB Drive and mailed to the address listed below.

Email: centralcoast@waterboards.ca.gov

Physical Mailing Address: Central Coast Regional Water Quality Control Board
Attn: Angela Schroeter
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

¹ Resolution No. R3-2017-0004 Adopting the Human Right to Water as a Core Value and Directing Its Implementation in Central Coast Water Board Programs and Activities
https://www.waterboards.ca.gov/centralcoast/board_decisions/adopted_orders/2017/2017-0004_hrtw_fnl.pdf

If an applicant has a question as to the content or information requested in the RFP Notice, please contact the following staff (email preferred):

Angela Schroeter, Supervising Engineering Geologist
Angela.Schroeter@waterboards.ca.gov
(805) 542-4644

B. WHAT TO SUBMIT

This section includes general information and a list of minimum submittal requirements.

GENERAL INFORMATION

Organization Type

The RFP is directed to public agencies and non-profit organizations qualified under Section 501(c)(3) of the Internal Revenue Code for the project listed below. The Central Coast Water Board will also consider qualified non-governmental organizations.

Schedule:

Deadline to submit proposals	July 20, 2018
Tentative deadline to select Grantee	July 31, 2018
Tentative project start date	September 1, 2018
Grant Term	One year, with additional year extension based on performance

Available Funds and Distribution:

Approximately \$350,000 - \$400,000 is available from the Central Coast Water Board's Central Coast Ambient Monitoring Program – Groundwater Assessment and Protection Program (CCAMP-GAP) to support a regional environmental justice office for the central coast region. Only work specified in the grant agreement will be reimbursed and funds cannot be used for work performed prior to award and approval of the executed grant agreement. The Central Coast Water Board Executive Officer reserves the right to increase or decrease the funds awarded or reject all proposals and make no awards under this announcement. Such changes may be necessary as a response to the quality of proposals received or the amount of funds available.

Project Area:

The project area is the central coast region: including all of Santa Cruz, San Benito, Monterey, San Luis Obispo, and Santa Barbara Counties, as well as the southern areas of Santa Clara County, and small portions of San Mateo, Kern, and Ventura Counties. The initial priority is to focus on those areas in the region with the highest density of low income residents and DACs.

MINIMUM PROPOSAL SUBMITTAL REQUIREMENTS (1-6)

Potential applicants interested in submitting a proposal for this program shall submit a complete application in a searchable PDF or Microsoft Word format containing the following elements:

1. Project Name and Applicant information

- Application transmittal and title page shall clearly identify project name.
- Submitting organization.
- Legal Name on file with the Secretary of State and Federal Identification Number of the agency or organization as appropriate.
- Designated contact person and/or Project Director, including name, physical address, phone number and email address.

2. Scope of Work

The proposed scope of work should focus on the following objectives:

- Build strong foundations for community outreach/engagement and leadership to maximize engagement and participation in drinking water and wastewater programs;
- Conduct community-driven drinking water and wastewater needs assessments to effectively engage communities with funding, assistance, planning and regulatory programs;
- Identify sustainable drinking water and wastewater solutions at local and regional scales;
- Develop and manage drinking water and wastewater projects with clear actions, budgets, and schedules;
- Coordinate with partners to successfully implement short and long-term drinking water and wastewater projects;
- Leverage funding and administer grant funds to ensure long-term safe and affordable drinking water and wastewater systems;
- Assist DACs to increase localized technical, managerial, and financial (TMF) capacity to effectively implement sustainable drinking water and wastewater solutions; and
- Demonstrate success using relevant performance metrics and measured outcomes.

At a minimum, the proposed scope of work must address the following project requirements:

- Description of proposed regional office to provide a stable and continuous local presence to support low-income, disadvantaged individuals and DACs;
- Description of staffing planned for proposed regional office, allocated time (e.g., percent full-time or part-time), and proposed responsibilities and work location (e.g., proposed regional office or remote location);
- Description of proposed activities to plan, develop, and implement priority drinking water and wastewater solutions at various site-specific, local, and regional scales;
- Description of proposed activities to engage central coast communities, including DACs, in groundwater protection efforts;
- Description of proposed activities to ensure long term capacity of services provided on the central coast, including proposed sources and methods for acquiring long-term funding;
- Description of proposed activities to develop and build upon working partnerships with funders and organizations (public agency, non-profit, and private) with similar mission and goals to identify and resolve the drinking water and wastewater problems in DACs in the central coast region; and
- Description of applicant's existing efforts and associated funding sources and amounts for similar or related work in the Central Coast Region that may be coordinated with the proposed scope of work and a plan to clearly differentiate accounting for work performed between the funding sources for auditing purposes.

3. Budget

- A general budget aligned with the activities described in the scope of work, including an estimate of personnel time and costs (labor rates on hourly basis), materials and supplies, and operating expenses for the applicant to perform the project management, administrative support, and oversight requirements of the project.

4. Statement of Qualifications (SOQ) *(Limited to Four Pages, Minimum 11 Point Font)*

- a. The applicant's professional experience in performing the specific tasks within the scope of work, with a description of professional experience and background of the agency/organization in relation to implementing environmental justice programs, safe drinking water projects, wastewater projects, water quality, water quality testing (with an emphasis on well and public/domestic water supply testing), community engagement (with an emphasis on DACs), public outreach and

communication (in both English and non-English languages), and project management and coordination.

- b. A list of proposed personnel to be assigned to and involved with the project. The list should identify each person's professional experience, qualifications, and length of time working for the applicant. The list should also include the description of professional experience and background of any sub-consultants. The percentage of time each person will spend on the project must be estimated and stated, and the proposed tasks in the scope of work under their responsibility should be identified.
- c. A statement regarding whether or not additional recruitment is necessary to implement the proposed scope and how the applicant plans to recruit and hire necessary personnel (such as technical advisors) not currently available to the agency/organization.
- d. A description of existing approaches to organizational staff development in order to maximize leadership and succession planning, positive organizational culture, employee productivity, employee retention, and recruitment.
- e. A description of any other background, training, skill, or experience relevant to the firm/organization and/or personnel assigned to the project.
- f. Examples of completed or on-going work that illustrate effective implementation of safe drinking water and/or wastewater projects, public outreach and communication, and project management and coordination. Include a list of references and contacts for each of the projects.
- g. The applicant shall demonstrate knowledge of and expertise in the Central Coast Region, its geography, water quality issues, environmental justice issues, and DACs.
- h. A description of the availability of the applicant and the project team. The SOQ must clearly identify the person that will be responsible for directing the team (Project Director). Describe the Project Director's relevant experience in such a role, the expertise that the person brings to the role, and the percentage of time that will be devoted to this grant. The SOQ must also describe the technical personnel's relevant experience, the expertise that the person brings to the role, and the percentage of time that will be devoted to this project. The preference is for technical personnel to be dedicated to the technical aspects of this grant project and not also responsible for non-technical project management or administrative tasks.

5. RESUMES OF PROJECT DIRECTOR AND OTHER KEY PERSONNEL

6. LETTERS OF SUPPORT

- Three letters of support, with contact information and description of professional relationship to applicant.

SELECTION AND ADMINISTRATIVE PROCESS

The grantee will be selected on the basis of written responses to this RFP. Submittals will be evaluated based upon the completeness and depth of the information requested above under "Minimum Proposal Submittal Requirements." Submittals will also be evaluated based on the proposed budget relative to the proposed scope of work, as well as based on prospective Grantee reliability as follows:

- Quality and relevance of completed and ongoing work;
- Demonstrated availability, reliability, and continuity of applicant's proposed staff and sub-consultants;
- Description of workload, organizational capacity and demonstrated ability to meet project requirements, tasks included in the scope of work and associated schedule;
- Past performance on Water Board funded or other drinking water and wastewater projects; and
- Letters of Support and References.