

Habematolel Pomo of Upper Lake & Lake County Watershed Protection DISTRICT



REQUEST FOR PROPOSALS (RFP)

RFP #1

DEVELOPMENT OF A LAKE COUNTY WATER QUALITY DATA EXCHANGE PROGRAM

The Habematolel Pomo of Upper Lake (“HPUL”) and the Lake County Watershed Protection District (the “DISTRICT”) are jointly soliciting proposal from individuals and / or firms (the “CONSULTANT”) qualified to provide design and development of a Water Quality Repository and Database for HPUL and the DISTRICT to facilitate the ability to upload, download, access, summarize, and visualize past, current, and future physical, chemical, and biological water quality data. This will include the discovery and inclusion of existing relevant data, and streamlining of current data processes. Accordingly, data that has been or will be collected by tribes, counties, citizens, researchers, and other regional stakeholders, can be easily uploaded into the California Environmental Data Exchange Network (CEDEN) and the US EPA Water Quality Portal / Exchange Network (WQP / WQX), (hereinafter the “Project” and sometimes refer to this as “The Project: Phase 1”).

PROJECT TITLE: Habematolel Pomo of Upper Lake & Lake County Watershed Protection District Water Quality Data Exchange Program Design & Development: Phase 1

PROPOSAL DUE DATE: February 28th 2021 5:00 PM Pacific Standard Time, Lake County, CA, USA.

Emailed bids will be accepted. Mailed / messenger bids will be accepted. Faxed bids will not be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT: The Project: Phase 1 is expected to occur between July 1, 2021 and ending no later than July 30th, 2022. HPUL or the DISTRICT reserve the right to change or lengthen the contract as needed during these uncertain times resulting from the global COVID-19 Pandemic. Additionally, The Project: Phase 1 is anticipated to be followed with a second phase that may or may not overlap with the timeline of this current Project:Phase 1.

ALLOCATED BUDGET FOR PROJECT: The budget amount of \$50,000 is pre-determined as approved by the US EPA NEIEN Grant Program awarded to the project partners HPUL and the DISTRICT.

CONSULTANT ELIGIBILITY: This procurement is open to those CONSULTANTS that satisfy the minimum qualifications stated herein and that are available to work in the state of California . Current conditions require the CONSULTANT's ability to communicate effectively via remote video or call platforms so that face-to-face interactions are kept at a minimum until COVID-19 conditions significantly change to allow for in person activities.

TABLE OF CONTENTS

Table of Contents..... 3

1.0 Introduction and Project Background..... 4

 1.1 Background 5

 1.2 Important Links 5

 1.3 Example WQ Portals 6

 1.4 References Cited..... 6

2.0 Scope of Work 6

3.0 Guidance for Consultants..... 8

 3.1 Minimum Qualifications..... 8

4.0 General Information For Submissions 8

 4.1 Funding 8

 4.2 ADA..... 9

 4.3 RFP Coordinators..... 9

 4.4 Pre-Proposal Conference (Optional)..... 10

 4.5 Submission of Proposals 10

 4.6 Proprietary Information / Public Disclosure 11

 4.7 Ownership & Confidentiality..... 11

 4.8 Acceptance Period and Responsiveness..... 11

 4.9 Most Favorable Terms..... 11

 4.10 Contract Terms & Conditions, Costs to Propose, and Obligations 12

 4.11 Rejection of Proposals..... 12

 4.12 Invoicing and Payment Preferences 12

5.0 Electronic Proposal Contents & Scoring..... 12

 5.1 Evaluation and Scoring Procedure..... 13

 5.2 Proposal Evaluation and Scoring..... 14

 5.3 Notification to Proposers..... 14

 5.4 Request for Unsuccessful Proposers..... 15

Appendices 15

1.0 INTRODUCTION AND PROJECT BACKGROUND

Habematolel Pomo of Upper Lake Tribe (“HPUL”) is partnering with Lake County Watershed Protection DISTRICT (“The DISTRICT”) to initiate and develop the Water Quality Data Exchange Program (WQDEP). The short term-goal of this project, or “The Project: Phase 1” is the basis for this specific Request for Proposals (RFP), will include the development of digital infrastructure, the discovery and inclusion of existing relevant data, and the streamlining of data collection and processes so that data that has been or will be collected by tribes, counties, and other regional stakeholders, can easily be uploaded into both the EPA/USGS/NWQMC Water Quality Exchange Network (WQX) through the Water Quality Portal (WQP) and the California Environmental Data Exchange Network (CEDEN), which links to the EPA WQX Exchange Network (EN). The Project: Phase 2, encapsulating the long-term goal of this project, will include the creation and implementation of a user-friendly online water quality portal where HPUL, other tribes, the DISTRICT, citizens, researchers, and partners can upload, manage, and visualize data from agencies / consortiums collecting data from aquatic systems within Lake County, including Clear Lake.

HPUL and the DISTRICT are requesting proposals from reasonable, responsive, responsible, and qualified CONSULTANTS to provide design and development structures and framework for a Lake County Water Quality Data Exchange Program to satisfy the project grant requirements and meet the local needs of improving water quality management through enhanced digital data flow and management. The awarded CONSULTANT will be responsible for adhering to all applicable tribal, state, federal, local, or grant rules and regulations regarding the needs to complete the scope of services.

There are no expressed or implied obligations for the HPUL or the DISTRICT to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Your proposal shall remain valid for a period of one hundred and sixty (160) days from the closing date.

To be considered for the engagement, the proposal must be received by Linda Rosas-Bill (707) 348-8892, Irosas@hpultribe-nsn.gov, or Angela DePalma-Dow (707)263-2344, Angela.Depalma-Dow@lakecountyca.gov on or before **February 28th 2021 5:00 PM Pacific Standard Time**. While HPUL is the grant holder organization on this project, the partner agency, The DISTRICT is available to address or answer any questions regarding this proposal.

HPUL and the DISTRICT reserves the right to reject any and all proposals submitted. Proposals submitted will be evaluated by a selected panel of individuals from both HPUL and the DISTRICT. Additional and/or supplemental information to assist in the preparation of proposals is being included as “Exhibit A” with this RFP. The awarded will be obligated and authorized to sign and/or enter into a contract with HPUL and the DISTRICT regarding the scope of work listed in this request for proposal to complete The Project: Phase 1. HPUL and DISTRICT may elect to continue the relationship with the prospective CONSULTANT through an annual contract renewal or as the project is granted for The Project: Phase 2 component.

1.1 BACKGROUND

Clear Lake is Lake County's most prominent ecological and economic feature. With over 100 miles of shoreline, Clear Lake is the largest, natural freshwater lake in California and one of the oldest lakes in North America. Not only is Clear Lake home to sensitive floral and faunal species and supports a plethora of traditional Native American uses, but Clear Lake provides drinking water to 40,000 residents and activities such as fishing and recreational boating generate substantial local tourism dollars (Lundquist & Smythe 2010). For example, resident and nonresident fishing-related activities *alone* are estimated to generate a minimum of one million dollars annually (Giusti 2016) indicating that regional economic stability of Lake County is directly linked to the health and recreational value of Clear Lake.

Environmental factors, such as those associated with both anthropogenic and naturally occurring shifts in temperature and climates, can have uncertain and drastic effects on water quality, negatively impacting the ecologies and economies that depend on the Lake. Adequate preparation for these potential devastating effects require a comprehensive water quality dataset that can provide researchers, tribal leaders, and lake managers the necessary information to make accurate, applicable, and effective management decisions.

Currently, there is not a local mechanism that provides public access to relevant, long term, and high-quality, water quality data and metadata. Regional tribal groups have been essential in collecting and monitoring water quality from streams and lakes, but some of this data, while uploaded to WQX, are inaccessible to some local and state stakeholders and have never been merged or aligned with the County or state-collected databases such as CEDEN. CEDEN does flow into WQX, but not vice versa, making traditional tribal collection reporting requirements only available in federally-managed databases and unknown within the State exchange network. Additionally, there are some regionally important databases that are not included in either WQX or CEDEN, (i.e. California Department of Water Resources and UC Davis Blue Ribbon Committee); however, that data should be included into a local framework so that anyone trying to access Clear Lake water data, for example, needs to stop on one portal. Therefore, a need exists for a centralized and coordinated effort to discover, collect, assimilate, QA/QC, store, and provide accessible guidance for water quality data in Lake County within a shared platform and network. This need will be addressed with the completion of The Project: Phase 1 and Phase 2 of this larger project with support from the EPA NEIEN grant program (Project Narrative available in Appendix A).

This is the first time in Lake County history a Tribe and the County have collaborated on a project involving water quality data management. Implementation of water quality data into state and federal exchange networks assists regional tribes and agencies in sharing information more effectively and efficiently, streamlining data collection for faster analysis and improved timeliness for decision making. This project will also provide increased quality and access to data through the discovery, publishing, outbound, and analytical services so that it is more useful and available for natural resource and tribal managers.

1.2 IMPORTANT LINKS

- a. California Environmental Data Exchange Network <http://ceden.org/>
- b. California Department of Water Resources Data Water Library <http://wdl.water.ca.gov/>
- c. UC Davis / Tahoe Environmental Research Center <https://terc-clearlake.wixsite.com/cldashboard>
- d. US EPA Water Quality Data (WQX) and Portal <https://www.epa.gov/waterdata/water-quality-data-wqx>

1.3 EXAMPLE WQ PORTALS

These example portals demonstrate an endpoint similar to the intent of the Water Quality Data Exchange Program (WQDEP). These are only to provide examples for what an end product of a Project: Phase 2 would resemble; The Project: Phase 1 would be data collection and framework design that would allow Phase 2 to be possible. In addition, at the end of The Project: Phase 2, a Portal for Lake County WQ data would be connected to other relevant WQ databases such as WQX and CEDEN or others to centralize all data needs.

Seldovia Village Tribe's, Seldovia, Alaska

https://www.dropbox.com/s/6emi0y5fsrxj4g8/NEIEN%20Tribal%20Profile_SeldoviaVillageTribe.pdf?dl=0

Redwood Valley Rancheria, Redwood Valley, California

https://www.dropbox.com/s/jb2lnkfksmxgq5f/SSP_RVR_AColeman.pdf?dl=0

Northwest Indian Fish Commission, South Puget Sound, Washington

https://www.dropbox.com/s/g1948v27vwpeotx/NWIFC_SuccessStory.pdf?dl=0

The Watershed Project, Contra Costa County, California <https://app.thewatershedproject.org/>

RiverDB Collaborative Data Dashboard, Tahoe, Nevada & California <https://riverdb.org/>

Truckee River Info Gateway, Truckee River Water Quality Program, California

<http://truckeeriverinfo.org/>

1.4 REFERENCES CITED

Giusti, G. 2016. Understanding the economic value of angling in Clear Lake – A Profile of a famous Lake. University of California Cooperative Extension. Accessible at: <https://ucanr.edu/sites/ClearLakeAquaticWebsite/files/247634.pdf>

Lundquist, E. and Smythe, T. 2010. Clear Lake Integrated Watershed Management Plan. CalFed Watershed Program. Accessible at: http://www.lakecountyca.gov/Government/Directory/WaterResources/database/watershedplan/CLIWMP_Docs.htm

2.0 SCOPE OF WORK

Task 1. General role of CONSULTANT will be to provide technical support to HPUL and the DISTRICT while planning, designing, and filling the data framework needed to streamline data collection, storage, and preparation of data and metadata for inclusion into CEDEN and WQX. Assist the HPUL and the DISTRICT with data discovery, consolidation, and entry and relevant data queries as needed to determine the project has been successful.

Deliverables: Regularly scheduled check-ins with HPUL and DISTRICT to review and clarify data needs. Review with HPUL and the DISTRICT the final project lists to be submitted to CEDEN and WQX.

Task 2. Familiarize and review all existing water quality data that has been collected by HPUL and DISTRICT. Data that is available in digital format (excel, access, online, PDF etc.) will be collected and reviewed first. Development of some general guidelines for consolidating and preparing existing data to be submitted into CEDEN (CEDEN Template Example available in Appendix C).

Deliverables: Summary document of all existing data previously and currently being collected by the HPUL and DISTRICT. As much as possible, include relevant metadata in the same or partner document to accompany the data summary document. Where possible, conversion of all data into one format (i.e. Excel, Access, or other that can easily be stored and accessed by the HPUL, DISTRICT, or project partners). Final guideline documents should clearly describe methods used to consolidate and convert data and relevant information for future staff use.

Task 3. Development of projects and templates for data of existing and current water quality data collection projects to be uploaded into CEDEN. This will include Grant output 2.3 “Create data repository, workflow, and digital infrastructure for data upload.”

Deliverables: Preparation, submission, approval and finalization of all project templates into CEDEN and WQX where the data from Task 2 is appropriate. Formatting of all relevant data to be uploaded into CEDEN and WQX. Upload data for approved projects into both CEDEN, and verify that it has / will be also in WQX. Development of projects and templates for future anticipated projects and future data, if applicable.

Task 4. Where applicable, design and create online data access information so that future staffers and project partners can upload appropriate data into the established projects in CEDEN and WQX. These can be informative guidance user-friendly “factsheets” which can be used as models for website data upload tutorials. (WQX Template Package available in Appendix D)

Deliverables: User-friendly and public versions of the guideline documents from task 2. These documents will be slightly different as they will describe how partners can upload / download data from selected platforms. These guidelines should be shareable with partners, stakeholders and researchers currently collecting data on the lake and for future, anticipated research. These factsheets should

Task 5. Facilitate and assist the HPUL and the DISTRICT in developing a Water Quality Data Management Plan. While the HPUL and the DISTRICT are central to this task, the CONSULTANTS will help to facilitate and write the plan, based on lessons learned from Task 1-4 and assessment of the data needs for the HPUL and DISTRICT. This plan will streamline and modernize water quality collection, entry, and accessibility. This plan will be collaborative and will guide data collectors, users, and managers in the appropriate way to incorporate data into the exchange networks from past, current, and future water quality monitoring projects. This document, while providing basic information and guidance on the project, will also provide clear methods to sharing data, increasing the number and type of data contributors, thereby expanding EN participation, data generation, and stakeholder investment. This plan would extend to all participating partners and include upgrading the data collection and data entry abilities of participants to boost efficiency and accuracy of data collection and entry.

Deliverables: Draft Water Quality Data Management Plan and Final Water Quality Data Management Plan. This plan should contain all relevant contact information and be ready to be

shared with project partners, stakeholders, current and future staff of HPUL and the DISTRICT, and provide clear and accessible references to any online resources.

3.0 GUIDANCE FOR CONSULTANTS

3.1 MINIMUM QUALIFICATIONS

The CONSULTANT must be licensed to do business in the State of California. The Principle Investigator (PI) must have a degree (PhD, MS or BS) in environmental & natural resource field or equivalent of 10 years experience. Previous projects must include some familiarity with water resources and water quality collection methods and procedures. In addition, the PI or designated associates directly working on the project must have some background or experience (> 1 year) working with data incorporation into state and federal databases and data management platforms such as CEDEN, WQX, or similar.

The PI is responsible for the technical merits of the project as directed by the HPUL and the DISTRICT, clearly communicating with the HPUL and DISTRICT, and should be competent with the following:

- Understanding, consolidating, summarizing, and QA/QC water quality data collected from various sources and over various time periods.
- Managing deliverables and schedules.
- Managing technical staff.
- Developing data plans and associated guidance documents.
- Communicating via phone / email / remote meeting environments with diverse stakeholders / project partners.
- Facilitating meetings with clients that sometimes have conflicting schedules.
- Writing quarterly progress reports and monthly progress updates.
- Billing and invoicing.

Bidders, who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the CONSULTANTs understanding of the types of services proposed, the firm's ability to accomplish them, and the ability to meet tight timeframes.

4.0 GENERAL INFORMATION FOR SUBMISSIONS

4.1 FUNDING

As part of an awarded US EPA National Environmental Informational Exchange Network Grant (NEIEN), the project has a pre-determined budget. The evaluation process is designed to award this procurement not necessarily to the CONSULTANT of least cost, but rather to the CONSULTANT whose proposal best meets the requirements of this RFP and can demonstrate that they can deliver a scientifically sound data management strategy and plan for the HPUL

and the DISTRICT. The final award decision will also depend on the CONSULTANT's ability to connect work completed for The Project:Phase 1 (within this RFP) and tie in future plans for Phase 2 (Development of an online data portal that connects to CEDEN / WQX so that the public can visualize water quality data trends as well as download / upload data from their home computer in selected formats such as html, excel, cvs, or PDF).

HPUL and the DISTRICT can continue the contract with any CONSULTANT for completion of The Project: Pahse 2 should the completion of the first phase (outlined in this RFP) be acceptable and successfully completed.

The final budget will depend on the final agreed upon deliverables and formats. Based on grant required milestones, there may be portions of the deliverables that are streamlined, added, or eliminated to stay within our set budget.

4.2 ADA

Both the HPUL and The DISTRICT comply with the Americans with Disabilities Act (ADA). CONSULTANTS may contact any of the RFP coordinators to receive this Request for Proposals in Braille or additional form applicable with ADA requirements.

4.3 RFP COORDINATORS

For the purposes of this project and RFP there are TWO coordinators; 1) Linda Rosas-Bill, HPUL Coordinator and 2) Angela De Palma-Dow, DISTRICT Coordinator. Their emails and contact information is provided in Table 1. When communicating with coordinators regarding this project, including submitting the proposal, please include both coordinators.

Table 1. Project contacts and RFP Coordinators.

<u>DISTRICT</u>	<u>COPY TO</u>
Angela De Palma-Dow Program Coordinator County of Lake Watershed Protection DISTRICT 255 N. Forbes St. Lakeport, CA 95453 (707) 263-2344 Angela.Depalma-Dow@lakecountyca.gov	Jennifer Thorup Accountant County of Lake Water Resources 255 N. Forbes St. Lakeport, CA 95453 (707)263-2344 Jennifer.Thorup@lakecountyca.gov
<u>HPUL</u>	<u>COPY TO</u>
Linda D. Rosas-Bill Environmental Director Habematolel Pomo of Upper Lake 9470 Main Street P.O Box 516 Upper Lake, CA 95485 (707) 348-8892 - Direct line (707) 275-0737 - Tribal Office (707) 275-0757 – Fax	Anthony Arroyo, Sr. Tribal Administrator Habematolel Pomo of Upper Lake 9470 Main Street P.O Box 516 Upper Lake, California 95485 (707) 275-0737 - Tribal Office (707) 275-0757 - Fax

Irosas@hpultribe-nsn.gov	aarroyosr@hpultribe-nsn.gov
--------------------------	-----------------------------

Any other communication will be considered unofficial and non-binding with HPUL. Communication directed to parties other than the RFP Coordinator(s) may result in disqualification of the CONSULTANT.

Table 2. Estimated Schedule of Procurement Activities

Issue RFP	February 1, 2021
Period for Q&A / Pre- Proposal Conferences	February 1 – February 20, 2021
Proposals Due	February 28, 2021
Evaluate Proposals	March 1 – 30, 2021
Proposal & CONSULTANT Selection Notification	April 1, 2021
Pre Project Meeting & Negotiate Contract	May - June 2021
Contract signature process	July 30, 2021
Proposed CONSULTANT Project Start	August 1, 2021

HPUL reserves the right to revise the above schedule as needed.

4.4 PRE-PROPOSAL CONFERENCE (OPTIONAL)

Any entity wishing to have a pre-proposal conference may request via e-mail. All requests should be directed to both RFP Coordinators, HPUL Coordinator Linda Rosas-Bill Irosas@hpultribe-nsn.gov and DISTRICT coordinators Angela De Palma-Dow at Angela.DePalma-Dow@lakecountyca.gov with “NEIEN RFP Conference Request” in the subject line. Allow at least three business days for a response. A conference / Zoom call will be scheduled and will last no more than an hour.

4.5 SUBMISSION OF PROPOSALS

Electronic Proposals. The proposal must be received via email by both coordinators at HPUL and the DISTRICT as provided in Table 1 on or before February 28th 2021 5:00 PM Pacific Standard Time. Please provide in the subject line “Submission: NEIEN Data Management RFP” or the proposal will be rejected. Proposals must be submitted electronically as an attachment to an email to the above contact. Attachments to email shall be in Microsoft Word format or Adobe Acrobat (PDF). Zipped files cannot be received by the HPUL and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the CONSULTANT to the offer. HPUL or the DISTRICT does not assume responsibility for problems with CONSULTANT’s e-mail. If the HPUL email is not working, appropriate allowances will be made and communicated to the appropriate parties and amended within an updated RFP.

Proposals may not be transmitted using facsimile transmission. CONSULTANTS should allow enough time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the HPUL or DISTRICT e-mail(s) is found to be at fault. All proposals and any accompanying documentation become the property of the HPUL and the DISTRICT and will not be returned.

If special circumstances are required by the submitter due to the complications arising from COVID-19, prior to the due date, the CONSULTANT needs to reach out via email to the RFP

contact (provided in Table 1) to make accommodations and special arrangements. Arrangement initiated after the due date will be rejected.

4.6 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the HPUL and the DISTRICT. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Council of HPUL, or their Designee, and the apparent successful CONSULTANT.

Any information in the proposal that the consultant desires to claim as proprietary and exempt from disclosure under other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the exemption from disclosure upon which the CONSULTANT is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner in the footer of the page adjacent to the page number. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

4.7 OWNERSHIP & CONFIDENTIALITY

Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by the CONSULTANT in connection with the Project. will be the exclusive property of the HPUL and / or DISTRICT. Upon request, the CONSULTANT will execute all documents necessary to confirm or perfect the exclusive ownership of HPUL and the DISTRICT to the "Work Product".

The CONSULTANT, and it's employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of consultant', or divulge, disclose, or communicate in any manner, any information that is proprietary to HPUL or the DISTRICT. The CONSULTANT and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective throughout the duration and until the termination of the resulting contract between the selected CONSULTANT, HPUL, and the DISTRICT.

4.8 ACCEPTANCE PERIOD AND RESPONSIVENESS

Proposals must provide 30 days for acceptance by HPUL from the due date of receipt of proposals as described in Table 2.

All proposals will be reviewed by the RFP Coordinator(s) to determine compliance with administrative requirements and instructions specified in this RFP and alignment with the overall project and grant. The CONSULTANT is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The HPUL and the DISTRICT also reserve the right at its sole discretion to waive minor administrative irregularities.

4.9 MOST FAVORABLE TERMS

HPUL and the DISTRICT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the CONSULTANT can propose. There will be no best and final offer procedure,

however contract negotiations are expected as long as the intended outcome as described in the project grant is maintained. HPUL and / or the DISTRICT reserves the right to contact a CONSULTANT for clarification of its proposal. Contract negotiations may incorporate some, or all, of the CONSULTANT's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the HPUL.

4.10 CONTRACT TERMS & CONDITIONS, COSTS TO PROPOSE, AND OBLIGATIONS

The apparent successful contractor will be expected to enter into a contract similar to the attached sample contract (Appendix B).

In no event is a CONSULTANT to submit its own standard contract terms and conditions in response to this solicitation. All exceptions to the contract terms and conditions must be submitted during contract negotiation period and HPUL with the DISTRICT consultation, will review requested exceptions and accept or reject the same at its sole discretion.

The HPUL or DISTRICT will not be liable for any costs incurred by the CONSULTANT in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

This RFP does not obligate the HPUL and the DISTRICT to contract for services specified herein.

4.11 REJECTION OF PROPOSALS

The HPUL and the DISTRICT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

4.12 INVOICING AND PAYMENT PREFERENCES

HPUL shall make payments to the CONSULTANT in accordance with the approved contract. The CONSULTANT must submit invoices to HPUL on a consistent and timely basis as negotiated in the contract. Invoices shall include the CONSULTANT's name and address, invoice date, contract number, invoice billing period (e.g., June 1, 2018 to June 30, 2018); and invoice amount.

5.0 ELECTRONIC PROPOSAL CONTENTS & SCORING

Proposals must be written in English, include a brief cover letter, and will be submitted electronically via email to the RFP Coordinator (Table 1) and contain the following components in the order noted below:

1. Letter of Intent, Understanding and Workplan;

This letter is to demonstrate the intent of the CONSULTANT to enter into a contract with HPUL and DISTRICT and to complete the project as described in the RFP and grant narrative. This

letter should include a summary of the services requested to demonstrate the CONSULTANT's understanding of the project. This letter can also include the general approach the CONSULTANT will take to accomplish the tasks outlined in this RFP and the work plan / schedule or timeline that the CONSULTANT will use to complete the project. The proposal should include an organization chart which clearly identifies key staff members, staff resumes and any appendices.

2. Technical Proposal;

This section will provide a general description of the methodology used to accomplish and successfully deliver each task as outlined in the Scope of Work and applicable sections of the grant narrative. HPUL and the DISTRICT are relying on the professional expertise and competence of the selected CONSULTANT and expects the CONSULTANT to be knowledgeable of the specific services needed to complete the Scope of Work. Previous project examples, preferably related to water quality data management, can be used to demonstrate the CONSULTANTS intent to complete this project as long as they can be verified by HPUL and the DISTRICT.

3. Management Proposal;

This section is to include a general description of the CONSULTANT's services and how they are applicable to completing this project, including but not limited to the qualifications and expertise within the CONSULTANT's staff and at a minimum demonstrate successful completion of at least two projects of similar scope and complexity. These reference projects must provide name, type, location, and approximate start and completion dates, and when possible must be able to be verified by HPUL and the DISTRICT. Lastly, this section must demonstrate that the staff or project team has the required qualifications to complete this project. At a minimum please include a discussion of the staff to be involved in this project and specifically how each of them will be involved in the project. Please provide one-page resume summaries for each staff member included in the project team.

4. Cost / Budget Proposal;

This section includes how each task in the Scope of Work will be completed within the budget allotted, providing specific breakdown of total costs for each task and the respective staff hours needed to accomplish each task and associated deliverable(s) as provided in the Scope of Work.

Proposals are to be formatted using standard word processing software and converted to PDF before submission. Proposals must be in an 8 ½ X 11 sheet size (11 X 17 sheet size are allowed but not encouraged), minimum font size of 10 pt., and include no more than a total of thirty (30) sheets of paper when printed double sided. The cost to develop the proposal, cost to attend a pre-conference, or any other related costs are entirely within the responsibility of the proposing CONSULTANT and will not be reimbursed in any manner.

5.1 EVALUATION AND SCORING PROCEDURE

Responsive proposals will be evaluated in accordance with the requirements stated in this solicitation. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by HPUL and the DISTRICT and include equal representatives from both parties,

which will determine the ranking of the proposals. HPUL and the DISTRICT may elect to select the top-scoring firms as finalists for an oral presentation to be conducted via remote video conference call. The RFP Coordinator(s) may contact the CONSULTANT for clarification of any portion of the CONSULTANT's proposal.

5.2 PROPOSAL EVALUATION AND SCORING

The awarded CONSULTANT will be awarded according to the following evaluation criteria and weight of importance will be used in evaluating and selecting a CONSULTANT:

Evaluation Criteria		Percentage Points
1.	Candidate's specialized experience and technical competence as applicable to the services required. This will be based on both the staff expertise as described in the resume summaries provided and the Candidate's overall history of success and work on previous projects.	25%
2.	Candidate's familiarity with Water Quality Data, Data Management, Digital Data Networks and Exchanges, and working with Public Access Data Repositories such as WQX and CEDEN.	35%
3.	Candidate's capacity to perform the work in a timely fashion. This item will be scored based on the submitted workplan / schedule and approach.	25%
4.	Candidate's ability to accomplish the scope of work in the allotted grant budget and the probability of continuing work on the project in phase 2.	10%

5.3 NOTIFICATION TO PROPOSERS

HPUL will notify the Apparently Successful CONSULTANT of their selection in writing and secondly via email, upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

5.4 REQUEST FOR UNSUCCESSFUL PROPOSERS

Any CONSULTANT who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing via email to the Coordinator contact as described in Table 1. This offer expires 30 days after notification date as described in Table 2. Discussion at the debriefing conference will be limited to the following:

- Evaluation of the CONSULTANT's proposal
- Critique of the proposal based on the evaluation

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted via video conference (not to exceed 1 hour), on the phone (not to exceed 1 hour), or in written form as reply in an email.

APPENDICES

- a. Project Narrative – as submitted with grant to USEPA
- b. Sample Contract
- c. CEDEN Template Example
- d. WQX Template Example