



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 10

JULY 17, 2008 – Water Resource
Smith (Chair), Little
JULY 28, 2008 – Board Meeting
Prepared by: Leighanne Reeser
Submitted by: Paul Shoenberger
Approved by: Rich Nagel

ACTION CALENDAR

APPROVAL OF CONSULTANT SERVICES GRANT WRITING ASSISTANCE CONTRACT

SUMMARY:

In April 2008, staff provided the Board with information on West Basin's past successful grants totaling \$3.35 million for several programs. During these last two (2) years, West Basin has had the services of Bookman-Edmonston (GEI) Consulting to assist with pursuit of grant funding. Their \$150,000 contract was for a term of two (2) years. It has benefited West Basin to have the "on-call" services of the consultant due to the fluctuations in the availability of grant opportunities. Staff has also learned what refinements are necessary in the "Scope of Work" for the next agreement term.

Consulting Process

West Basin issued a "Request for Proposals" (RFP) to several consulting firms on April 23, 2008. In addition, West Basin posted the RFP on www.westbasin.org, placed an ad in the Sunday *Daily Breeze* and in *Inglewood Today*, and distributed the RFP to the following Chambers of Commerce: Carson, Culver City, El Segundo, Gardena, Greater LA African American, Hawthorne, Hermosa Beach, Inglewood, Lomita, Malibu, Palos Verdes, Redondo Beach, South Bay Latino and West Hollywood. Six (6) proposals were received on Thursday, May 29, 2008. A selection panel was established to review the proposals and interview the firms. The selection panel consisted of two (2) staff members and two (2) representatives from West Basin's customer agencies. Unfortunately, one of the customer agency representatives could not participate in the interviews due to an illness; however, her scores for the six (6) proposals were used in the evaluation. The selection panel interviewed the top three (3) firms. The average scores are as follows:

Firm	Average Scores		
	Proposal	Interview	Total
RMC Water and Environment	47	48.5	95.5
CH2M Hill	45	47	92
Psomas	45	43.5	88.5

The term of the contract will be two (2) years with a not-to-exceed amount of \$150,000 (\$75,000 per year). Staff recommends retaining the services of two firms, RMC Water and Environment and CH2M Hill. The reasons for two consultants include:

- Staff will be relying more on the services of the consultants with this new contract,
- Staff anticipates heavy activity with the execution of Proposition 84 over the next two (2) years, and
- There will be more direct outreach to our customer agencies with their applications.

The decision by the selection panel to retain two (2) consulting firms for this contract is to ensure that West Basin and its customer agencies' applications can be handled simultaneously with the anticipated peaks in workload envisioned in the next two (2) years. The "Scope of Work" (Exhibit "A") includes a broad array of tasks, three (3) items that will be handled by one (1) firm, and the remaining six (6) items handled by both on an "on-call" basis.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 8, Finance – Manage finances to optimize the public's investment return and minimize risk.

COMMITMENT STATEMENT:

Sound Financial and Resource Management – West Basin is committed to efficient business operations, financial planning and asset management.

Customer Service – West Basin is committed to providing value by understanding and meeting the needs of our customers and the communities we serve.

FISCAL IMPACTS:

Funds are included in the Fiscal Year 2008-09 Water Resources and Planning Budget in the amount of \$75,000. Funds for year two of the contract will be included in the Fiscal Year 2009-10 Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Water Resources Committee on July 17, 2008 and was recommended for approval at the July 28, 2008 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to enter into two (2) agreements for on-call services, each in the amount not-to-exceed \$75,000 for RMC Water and Environment and CH2M Hill.

LIST OF EXHIBITS:

Exhibit "A" – Recommended Implementation of "Scope of Work" Tasks
Exhibit "B" – Grant Writing Assistance Consulting Firms - Detailed Evaluation