



**ASSESSING THE WATER QUALITY, RIPARIAN AND
AQUATIC HABITAT IMPACTS OF HOMELESSNESS IN
THE UPPER SANTA ANA RIVER WATERSHED**

REQUEST FOR PROPOSAL

For

CONSULTING SERVICES

November 2018

1. INTRODUCTION

The Santa Ana Watershed Project Authority ([SAWPA](#)) requests proposals from qualified firms to conduct initial steps in assessing the potential extent of negative impact of homeless encampments in the riverine systems of the Upper Santa Ana River Watershed (see figure 1, below). The upper watershed includes the Santa Ana River, San Jacinto River, and associated tributaries, that drain to the Prado Dam. This work will review existing information and programs to assess the extent of existing information regarding the potential impacts of homeless encampments on water quality and riparian and aquatic habitat in the Upper SAR watershed. This work is not derived from current regulatory requirements, rather, it is component of watershed planning.

The Scope of Work includes two tasks. These two tasks are initial steps that have been identified to assist SAWPA and its member agencies with evaluating the potential extent of impacts from homeless encampments. Depending on the results of the initial steps, additional work may be undertaken. Such additional work would be determined at a future date and is not part of this Request for Proposals.

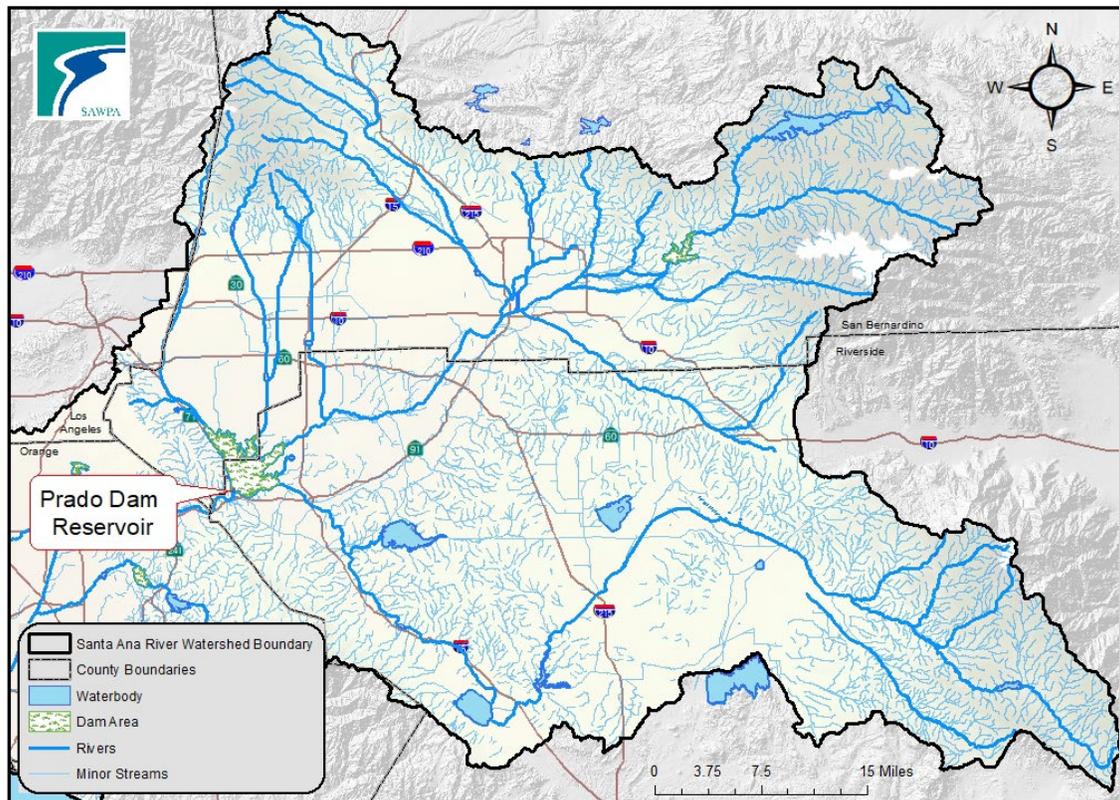


Figure 1 - Rivers, waterbodies and minor streams of the Upper Santa Ana River Watershed

2. PURPOSE

Throughout the Santa Ana River watershed, people experiencing homelessness often camp in or near streams. Since homeless encampments often lack access to adequate sanitary and waste disposal facilities, it is generally assumed that homeless encampments pose a risk to water bodies from a water quality standpoint. Since homeless encampments may contain relatively large numbers of people living within or adjacent to riparian and aquatic habitat, it is also generally assumed that homeless encampments may cause damage to riparian and aquatic habitat. However, the potential negative impacts of homeless encampments on water quality, riparian and aquatic habitat are poorly documented in this watershed. Quantifying the water quality, riparian and aquatic habitat impacts caused by homeless encampments within or alongside streams or in proximity to waterbodies will aid SAWPA and its member agencies in assessing the magnitude of impacts and determining appropriate needed actions, if any. Because of legal restrictions on encampments and ongoing homelessness management efforts in the lower watershed, within Orange County, this monitoring program will focus only on the upper watershed, upstream of Prado Dam.

3. TERM OF AGREEMENT

The Agreement period will be for a maximum of twelve months, but a shorter proposed timeline would be welcome.

4. SCOPE OF WORK

The selected firm will perform two tasks, described below.

Task 1 – Literature Review and Assessment of Existing Information: Task 1 includes collecting information to assess the current nature and extent of stream and waterbody-adjacent homeless encampments in the upper watershed. Additionally, Task 1 will provide a summary of the best available current knowledge about the relationships between homeless encampments and environmental water quality and riparian and aquatic habitat health. This should include a review of pertinent literature and studies completed on the topic in California and elsewhere, as well as existing watershed monitoring programs and data, including but not limited to the Regional Water Quality Monitoring Task Force and the Santa Ana Sucker Task Force.

Due to the large size of the Upper SAR Watershed, Task 1 should focus on at most five encampments of people experiencing homelessness that because of size or location can be representative of conditions in the upper watershed. The consultant should identify the methods they propose to identify the encampments. One option available to the consultant is to discuss with the Middle Santa Ana River TMDL Task Force, San Bernardino County Flood Control District, Riverside County Flood Control and Water Conservation District or other watershed stakeholders who are familiar with the location of various encampments. Additionally, the City of Riverside, City of Riverside Housing Authority, or other cities and counties or their associated law enforcement agencies may have useful

information regarding the location and extent of homeless encampments. There is no pre-determined minimum size of an encampment, though a full-range of encampment population sizes must be considered. In Task 2, three of these encampments will be identified for collection of field data.

The consultant shall prepare a draft Technical Memorandum (TM) presenting the results of Task 1. SAWPA and SAWPA's five-member agencies will review the draft TM and provide comments to the consultant. The consultant should assume they will receive up to six sets of comments. The consultant shall prepare a final TM that addresses and responds to the comments provided. The consultant should assume two meetings with SAWPA staff and its member agencies in Task 1. The consultant should also assume one presentation to each of: SAWPA Commission, Middle SAR TMDL Task Force, and Santa Ana Sucker Conservation Team. The consultant should assume that the draft and final TM can be provided in electronic format.

Task 2 – Preparation of Preliminary Monitoring Program: Task 2 includes developing a Preliminary Monitoring Program to assess the potential impacts of homeless encampments on water quality, riparian and aquatic habitat. For the purposes of the Request for Proposal, the consultant can assume that up to three separate homeless encampments will be in the Preliminary Monitoring Program prepared in Task 2. The consultant can also assume that the potential impacts on water quality can be assessed by measuring water quality upstream of each of the three encampments and downstream of the encampments. The Preliminary Monitoring Program should include an overall science-based rationale for the monitoring, proposed sampling locations, constituents to be monitored, and sampling frequency. The Preliminary Monitoring Program shall carefully consider existing water quality data and riparian and aquatic habitat data as identified in Task 1. The consultant should take caution to not duplicate existing data collection efforts. A Quality Assurance Project Plan is not required in Task 2.

The consultant should identify its proposed method to assess the extent of impact to riparian and aquatic habitat caused by three homeless encampments (this may include but is not limited to review of historical photographs and field visits).

This task will also include recommended methods for comparing quantified impacts of encampments relative to other sources and contributors to the degradation of water quality and riparian and aquatic habitat in the Upper Santa Ana River watershed. The purpose of this effort would be to quantify and fully understand the relative impacts of all sources of water quality and habitat degradation in the watershed, including encampments, such that watershed stakeholders and decision-makers could appropriately prioritize resources to reduce or eliminate the most significant contributors to water quality and habitat degradation. Both modifications to existing watershed monitoring programs as well as new monitoring programs should be considered, as well as recommendations for analytical methods or tools to complete the relative impact quantitative comparison and resource prioritization.

The consultant should also assume one presentation to each of: SAWPA Commission, OWOW Steering Committee, Middle SAR TMDL Task Force, and Santa Ana Sucker Conservation Team.

The consultant shall prepare a draft Technical Memorandum (TM) presenting the results of Task 2. SAWPA and SAWPA's five-member agencies will review the draft TM and provide comments to the consultant. The consultant should assume they will receive up to six sets of comments. The consultant shall prepare a final TM that addresses and responds to the comments provided. The consultant should assume two meetings with SAWPA staff and its member agencies in Task 2. The consultant should assume that the draft and final TM can be provided in electronic format.

The consultant's work will include regular consultation with a technical committee of staff from the SAWPA member agencies and other partners, and oversight from SAWPA staff.

5. PROPOSAL REQUIREMENTS

Responses to this RFP must be made according to the requirements set forth in this section. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal. Responses to this RFP shall be prepared as concisely as possible. The proposal should be formatted for legibility by the reviewers, and **no more than twenty (20) pages long**, not including staff resumes. Submittal of boilerplate marketing materials is discouraged.

All proposals must include the following information:

- Cover letter, including name, telephone number, fax number and address of the firm.
- Background information about the proposer, including technical qualifications, size of firm and relevant licenses. Description of the proposer's business; i.e., individual, partnership, joint venture, etc., and background information of subcontractors to be used, if any.
- Organization chart showing proposed management and project team.
- Complete list of personnel, including subcontractors that will be dedicated to this project.
- The names and qualifications of staff who will participate in the project.
- Project Schedule and Approach
- Description of the proposer's experience. A list of similar services and project descriptions undertaken by the proposer with beginning and ending dates, name, address, phone number, fax number, and e-mail address of a contact person for each reference. Projects must be within the last five (5) years, and preferably involve the staff identified in list of personnel.
- Fee proposal shall include breakdown of labor hours by employee billing classification, expense reimbursement schedule that includes cost of non-labor and sub-consultant

services. Fee proposal shall be broken down by major tasks. All columns and rows shall have totals.

- Hourly billing rates for personnel to be assigned to the project.
- Miscellaneous/Exceptions. Respondents shall thoroughly review the contents of this RFP and shall submit all supplemental information required in this section of miscellaneous information. A draft contract agreement is attached to this RFP (**Attachment A**) that the consultant/firm will be required to sign; the respondent must identify any exceptions to that draft agreement as an element of the proposal submitted for review and consideration.

6. SUBMITTALS

Submit **only an electronic copy** of the proposal and related information as a single .pdf file to Rick Whetsel, Senior Watershed Manager (rwhetsel@sawpa.org). Proposals must be received by 1:00 p.m. on Monday December 10, 2018. Proposals received after the stated time will be deleted and not considered.

A panel composed of SAWPA staff and staff members from the SAWPA member agencies will review proposals. If interviews are needed, proposers will be contacted to schedule a meeting at SAWPA on December 19, 2018. If additional information is needed, email Rick Whetsel at rwhetsel@sawpa.org. All questions must be asked by November 14, 2018. Answers will be posted at <http://www.sawpa.org/request-for-proposals/>.

7. PROPOSED SCHEDULE

November 7, 2018	Issuance of Request for Proposals
November 14, 2018	Final date to submit questions about RFP
December 4, 2018	Final date SAWPA may issue addenda to RFP
December 10, 2018 (by 1:00 pm)	Proposal due emailed to SAWPA
December 19, 2018	Interviews with proposers if needed
January 15, 2019	SAWPA Commission approval of Consultant Contract
January 28, 2018	If approved, begin Work

8. EVALUATION CRITERIA

Evaluation of qualifications will be conducted on the following:

- Responsiveness to the RFP
- Experience and qualifications of the assigned individuals/firm
- Project Approach and understanding of needs
- Appropriateness of proposed fee structure
- Project schedule
- Anticipated value and quality of services received

SAWPA reserves the sole right to evaluate and select the successful proposal(s) and may choose to award a contract to one or more qualified consultants, or not award any contract.

The selection process is anticipated to include an evaluation of the proposal and an interview.

9. GENERAL REQUIREMENTS

1. All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. SAWPA reserves the right to negotiate with any qualified source. SAWPA reserves the right to reject any or all proposals for any reason or for no reason at all.
2. SAWPA reserves the right to request further information from the proposer either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.
3. SAWPA reserves the sole right to judge the proposers' representations, either written or oral.
4. Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP.
5. False, incomplete, or unresponsive statements in connection with a proposal may result in rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be SAWPA's responsibility and its decision shall be final.
6. SAWPA reserves the right to interpret or change any provisions of this RFP until the date listed above in section 7. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be posted at <http://www.sawpa.org/request-for-proposals/>. Should such addenda require additional information not previously requested, a proposer's failure to address the requirements of such addenda might result in the proposal not being considered.
7. All proposals submitted in response to this RFP will become the exclusive property of SAWPA. At such time as SAWPA's recommendation to the SAWPA Board relative to proposal selection appears on the Board Agenda, all such proposals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each proposal, if any, which are defined by the proposer as business or trade secrets, and so marked, as "confidential" or "proprietary." SAWPA shall not in any way be liable or responsible because of the disclosure of any such proposals or any part thereof if disclosure of any such proposals or any part thereof if disclosure is required under the Public Records Act.
8. SAWPA shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.