

Agenda Item #6. Phase II Conceptual Model - Selection Committee Recommendation

Action Item: Approval of Selection Committee recommendation and authorization to issue contract to complete Task 1 – Workplan Development.

Background - A Request for Proposal (RFP) to provide Phase II Conceptual Model services sent to potential CV-SALTS salinity services vendors (EKI and LWA) on September 13, 2013. Proposals were due on September 30, 2013. The following two consulting firms responded to the RFP:

- Larry Walker Associates, Inc. (LWA)
- Erler & Kalinowski, Inc. (EKI)

Proposals were reviewed by the following members of the RFP Selection Committee:

- Roger Reynolds – Summers Engineering, Co-Chair CV-SALTS TAC
- Nigel Quinn – Bureau of Reclamation, Co-Chair CV-SALTS TAC
- Diane Barclay – State Water Board
- Rob Busby – Central Valley Water Board
- Debbie Webster – Executive Officer, Central Valley Clean Water Association
- Richard Meyerhoff – CV-SALTS Technical Project Manager

A standardized scoring sheet was used to review the proposals; areas of evaluation included:

- Technical Qualifications
 - Responsiveness to RFP, organization and clarity
 - Project understanding
 - Project approach
 - Team experience and qualification in project-related areas
 - Key personnel qualifications and experience
- Project Management Qualifications
 - Experience in a stakeholder environment
 - Responsiveness track record in a stakeholder environment
 - Ability to implement Workplan/ document cost expenditures in accurate/timely manner
 - Track record for completing complex work products on schedule and on budget
- Evaluation of Cost
 - Clarity and completeness of cost breakdown
 - Proposed fee structure in relation to expected value and quality of services
 - Total estimated project cost compared to the value of expected projects and services

Score Summary - LWA's proposal received a higher total score from all reviewers. Teleconference discussion indicated preference to award the contract to LWA based on experience and approach.

Recommendation to the Executive Committee

Based on review and discussion of the proposals, the Selection Committee recommends that a contract to conduct the Phase II Conceptual Model project be awarded to the LWA Team. Contracting to occur in two phases: (1) initially, authorize only Task 1 – Workplan Development for a not to exceed amount of \$25,000; (2) authorize remaining Phase II Conceptual Model work only upon TAC and Executive Committee approval of the Workplan and notice to proceed.