

**THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
Water Resource Management Group**

**2018 Request for Proposals for  
Future Supply Actions Funding Program**



**KEY DATES**

Request for Proposals (RFP) Issued.....July 6, 2018.  
Pre-proposal webinar.....July 26, 2018 @ 10:00 a.m.  
Proposals due by.....August 31, 2018 @ 1:00 p.m.

**NOTICE**

**A non-mandatory pre-proposal webinar** will be held July 26, 2018, from 10:00 a.m. to 11:30 a.m. All Member Agencies and proposal partners are encouraged to participate.

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## **SECTION 1: INFORMATION FOR MEMBER AGENCIES**

This Request for Proposals (RFP) is designed to promote an objective process for distributing funds for technical studies or pilot projects under the Future Supply Actions (FSA) Funding Program. The goal of the FSA Funding Program is to enable effective future resource planning and potential development of recycled water, seawater desalination, stormwater, and groundwater enhancement. This RFP contains information concerning the 2018 FSA Funding Program objectives, who can submit, funding, schedule, and review process. The Metropolitan Water District of Southern California (Metropolitan) invites its Member Agencies to submit a proposal for the program described herein.

### **1.1 Objective**

Metropolitan has proposed a 2018 Future Supply Actions (FSA) Funding Program with objectives to help address regional funding needs for actions that:

- Reduce barriers to future water resource production.
- Advance the field of knowledge for the four resources.
- Provide results that are unique, yet transferable to other areas in the region.
- Represent a catalytic/critical path to water resource implementation.

Metropolitan's 2010 Integrated Water Resources Plan (2010 IRP Update) established a planning framework, including a core resources program, that was designed to ensure the region's reliability into the future. The 2010 IRP Update also recognized that the future is uncertain and under some conditions, additional water resources may need to be developed. To address this future uncertainty, the 2010 IRP Update established Foundational Actions, which are low-risk, preliminary actions that can be taken to ensure the region will be ready to implement new water supplies should the need arise. In 2013, a Foundational Actions Funding Program (FAF Program) was established to fund Member Agency studies focused on removing barriers to future local supply production. The 2015 IRP reaffirmed this forward-looking approach and updated the name to Future Supply Actions. Future Supply Actions represent one component of the overall 2015 IRP strategy.

### **1.2 Description**

The FSA Funding Program promotes technical studies or pilot projects that enable effective future resource planning and potential implementation for the following resources:

- Recycled water (including direct and indirect potable reuse)
- Seawater desalination
- Stormwater
- Groundwater enhancement

These actions are meant to identify and investigate opportunities to develop future water resources. Examples of studies under the FSA Funding Program may include, but are not limited to:

- Pilot and bench-scale studies
- Demonstration studies

- Tracer alternative studies
- System integration studies
- Innovative treatment processes
- New sensor technologies
- Advanced ocean intakes and outfall tests
- Brine disposal or harvesting research

Examples of member agency studies that were funded under the 2013 FAF program are listed on the FSA Funding Program’s website: <http://www.mwdh2o.com/fsa>.

The FSA Funding Program is designed to encourage short-term studies targeting barriers to future supply production and would not include:

- Design of full-scale projects
- Construction of full-scale projects
- Funding CEQA documentation for projects
- Existing studies or projects
- Acquisition of property
- Long-term studies requiring more than two years to complete

### **1.3 Who Can Submit?**

The RFP is open to Metropolitan Member Agencies (Member Agencies). Member Agencies may partner with other Member Agencies or with other entities, but the proposal must be submitted by a single designated lead Member Agency. Each Member Agency may be the lead agency on a maximum of three proposals.

### **1.4 Funding**

The total funding available for this RFP under the FSA Funding Program is \$3.5 million. Member Agencies may submit proposal funding requests of up to \$500,000 per agency or up to \$500,000 for a single proposal. ~~If a Member Agency submits multiple proposals, that Member Agency must indicate the priority ranking of each proposal. If partnering on a proposal, the lead Member Agency submitting the proposal shall be responsible for any priority ranking of multiple proposals from that Member Agency.~~ A proposal may only be submitted once. If partnering on a proposal, a breakdown of each member agency’s funding request and the respective monetary match is required and will be used to track that agency’s total funding request (see Section 2.2F). Each proposal requires a non-Metropolitan monetary match of at least 100 percent of the Metropolitan funded amount. Member Agencies can include in-kind services in their proposal; however, in-kind services will not be counted towards the required funding match. Funding will not be provided for any work that will not allow results to be released to the public.

## 1.5 Anticipated Schedule

Date	Milestone
07/06/18	Release of RFP
07/26/18	Non-mandatory pre-proposal workshop
08/02/18	Questions for clarification will close at 1:00 p.m.
<b>08/31/18</b>	<b>RFP proposals due by 1:00 p.m.</b>
11/06/18	Proposal awards (Contingent upon Board action)
12/31/18	Agreements signed by recipients (Goal)
02/28/19	Work Initiation Deadline
02/28/21	Final Report Deadline

## 1.6 Non-mandatory Pre-proposal Webinar

1. A pre-proposal Webinar will be held from 10:00 a.m. to 11:30 a.m., Thursday, July 26. Metropolitan will discuss the details of the FSA Program RFP and answer questions. Written questions regarding this RFP may be submitted from the release of the RFP to one week following the pre-proposal webinar (see Questions for Clarification section).
2. While participation is not mandatory, all interested parties and prospective applicants are encouraged to attend. Participants are invited to present relevant questions at the pre-proposal webinar.
3. Directions on how to participate in the Pre-proposal Webinar will be posted on the FSA Program's website at [www.mwdh2o.com/fsa](http://www.mwdh2o.com/fsa).

## 1.7 Questions for Clarification

Questions for clarification regarding this RFP shall be submitted in writing via e-mail to Warren Teitz at [FSAfundingprogram@mwdh2o.com](mailto:FSAfundingprogram@mwdh2o.com) by 1:00 p.m., August 2, 2018. As appropriate, Metropolitan will provide responses to questions, information updates, and RFP addendums through the following link: [www.mwdh2o.com/fsa](http://www.mwdh2o.com/fsa).

## 1.8 General Proposal Information

1. Applicants are encouraged to carefully review this RFP in its entirety prior to preparation of the proposal.
2. All proposals submitted will become the property of Metropolitan.
3. Applicants may modify or amend proposals only if Metropolitan receives the amendment prior to the deadline stated herein for receiving proposals.
4. A proposal that is conditional, incomplete, contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal may be considered non-responsive.
5. Additional copies of the RFP will be posted on the FSA Funding Program's website at [www.mwdh2o.com/fsa](http://www.mwdh2o.com/fsa).

## **1.9 Rights Reserved to Metropolitan**

Metropolitan reserves the right to:

1. Reject any and all proposals, revise terms and conditions, or elect to not award full program funding.
2. Select the proposal(s) most advantageous to Metropolitan.
3. Verify all information submitted in the proposal.
4. Cancel this solicitation at any time without prior notice and furthermore, makes no representations that any contract will be awarded to any applicant responding to this RFP.
5. Negotiate the final contract with any applicant(s) as necessary to serve the best interests of Metropolitan.
6. Amend the RFP.
7. Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between Metropolitan and the successful recipient(s).

## **1.10 Validity**

Proposals must be valid for a period of at least 12 months from the closing date and time of this RFP. Once submitted, the proposal shall be considered to be property of Metropolitan and may not be physically withdrawn after the submission date. However, the applicant may request for the submitted proposal not to be considered for funding prior to the funding award.

## **1.11 Confidentiality**

1. Metropolitan is subject to the Public Records Act, California Government Code Section 6250 et. seq. As such, all required submittal information is subject to disclosure to the general public. Unless specifically required by the solicitation, the applicant should not submit personal data such as driver's license information, social security numbers, etc. to avoid the possibility of inadvertent disclosure of this personal information. Please note that Metropolitan cannot consider proposals marked confidential in their entirety.
2. The applicant may provide supplemental information exempt from public disclosure under Gov. Code § 6254, including "trade secrets" under Evidence Code § 1060. Such supplemental information **shall not be material** to the required submittal information and Metropolitan shall be under no obligation to consider such supplemental information in its evaluation.
3. If submitting confidential or supplemental information, such information should be sectioned separately from the rest of the submittal and clearly marked "Confidential." Upon completion of its evaluation, Metropolitan will destroy any confidential information submitted, or return such information to the applicant if so requested.

## **1.12 Evaluation and Selection Process**

1. Proposals will be evaluated by an independent review panel comprised of Metropolitan and non-Metropolitan professionals familiar with water resources in Southern

California. The review panel will ensure compliance with the FSA Funding Program objectives and eligibility, and will evaluate each proposal based on selection criteria as described further in this document. Metropolitan staff will review the panel suggestions and develop a list of recommended proposals and funding levels for Metropolitan's Board of Directors (Board) approval.

2. During the evaluation process, the review panel may request clarification from the applicant as necessary. Applicant(s) should not misconstrue a clarification request as negotiations.
3. If similar proposals, or proposals that would provide similar results, are submitted, then only one eligible proposal may be selected for funding. Also, if multiple proposals are submitted that could be collectively part of an overall study/project, then only one eligible proposal may be selected for funding.
4. The review panel may elect to have the applicant interview or give an oral presentation. Applicant(s) must be prepared for the interview or to give their presentation within ten business days of the request by the review panel. The review panel may ask questions about the applicant's written proposal and other issues regarding the scope of work. The interview may be evaluated as part of the proposal.

### **1.13 Agreement Process**

1. After proposals are selected for program participation, Metropolitan will enter into agreements upon successful contract negotiations. Funding may be withdrawn if agreements are not signed by the recipient within three months of proposal selection.
2. Metropolitan may negotiate proposal scope and funding changes if deemed beneficial.
3. Recipients must submit quarterly progress reports (including invoices), interim study/project documents, and a final report documenting study/project results, other findings, and recommendations for future action. Recipients must also submit a brief update report summarizing related post-grant activities one year after the final report is accepted by Metropolitan.
4. Performance provisions may be incorporated into the program agreements. These provisions would allow Metropolitan to adjust or withdraw financial commitments to the proposal based on performance.
5. Funding will be provided quarterly based on submitted progress reports, invoices, and appropriate documentation. The non-Metropolitan funding match must equal or exceed the Metropolitan funded amount per quarterly progress payment. Metropolitan will withhold the final 25 percent of funding until the final report is accepted by Metropolitan staff.
6. Final reports must be completed and submitted no later than **February 28, 2021**, unless extended by Metropolitan. Final payment will be made within 60 days of acceptance of the final report.
7. Member Agencies will also be required to participate in a concluding workshop where the results of the studies will be shared with other member agencies and regional stakeholders.

#### **1.14 Negotiations**

Negotiations regarding agreement terms, conditions, work plan, schedule, and funding may or may not be conducted with the applicant. If Metropolitan engages the applicant in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated.

#### **1.15 Selection Criteria**

The review panel will use the criteria provided below to evaluate proposals and make its selection recommendations. In addition, the review panel will identify and weigh each proposal's significant strengths, weaknesses, and miscellaneous issues.

Recommendations will reflect the collective findings of the review panel. To be qualified for funding, proposals must satisfy each criterion category and subcategory listed as follows and in Section 2.2 of this document.

##### **Criteria and Weight:**

1. Reduces Barriers to Future Production: 40 percent
2. Regional Benefit/Applicability: 30 percent
3. Work Plan/Schedule: 15 percent
4. Costs: 15 percent

The selection criteria are described further in Section 2.2 of this document.

## **SECTION 2: PROPOSAL INSTRUCTIONS**

The following format and content requirements shall be adhered to for proposals to be considered responsive. Applicants should use the numbering and lettering system outlined in these guidelines. Concise informative proposals within the page limitations are encouraged.

### **2.1 Proposal Submittal and PDF Format Guidelines**

- Proposals will only be accepted in PDF format.
- The proposal must be formatted for white 8 1/2" x 11" size paper with black text in a 12-point font, and table/graphics with text no smaller than a 10-point font.
- Proposals shall be no more than 20 pages, including attachments.
- Proposals shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received.
- The PDF should include the entire proposal (executive summary, support letters, attachments, etc.) in one file.
- **Proposals that are not in conformance with these formatting requirements and the following content requirements may be deemed non-responsive and rejected.**

### **2.2 Content Requirements**

Proposals shall be organized and lettered in the order presented below:

- A. Executive Summary Letter
- B. Entities Participating in Proposal
- C. Key Individuals
- D. Proposal Description
- E. Criteria One – Reduces Barriers to Future Production
- F. Criteria Two – Regional Benefit / Applicability
- G. Criteria Three – Work Plan / Schedule
- H. Criteria Four – Costs

#### **A. Executive Summary Letter**

This letter shall be a formal signed letter from the applicant Member Agency (and any partnering Member Agency(s)). The letter shall provide a brief description of the proposal and information regarding the organization and its ability to meet the objectives and requirements of this RFP.

The letter should be signed by an individual(s) authorized to bind the proposing Member Agency and shall identify all materials and enclosures being forwarded in response to this RFP. An unsigned Executive Summary Letter may be grounds for rejection. The letter must include the following language:

**“I am informed and believe that the information contained in this proposal is true and that the supporting data is accurate and complete.”**

Please include the following information in your letter:

<b>Name of Proposal</b>	
Water Resource Category (Recycled Water, Seawater Desalination, Stormwater, Groundwater)	
Member Agency Name(s) (As it appears on W-9 Tax form)	
Federal ID #	
Address	
City, State & Zip	
Main Telephone	
Contact Name	
Contact Telephone	
Contact E-mail Address	
Website Address (if applicable)	

**B. Entities Participating in Proposal**

- List other entities participating in proposal.
- Provide support letters from necessary participants (not considered as part of the 20-page limit for proposals).

**C. Key Individuals**

- Proposal participants / cooperating agencies
- Identify key individuals including program manager and management team
  - Name, title
  - Title
  - Phone Number
  - Mailing address
  - Fax Number
  - E-mail Address
  - Relevant experience

#### **D. Proposal Description**

Provide a concise summary that includes an overall description of the proposal and conveys a clear understanding of the proposal's goals and objectives.

#### **E. Criteria One – Reduces Barriers to Future Production**

In this section, the applicant shall describe the following in narrative form:

- Describe how the proposed actions are critical to resource implementation and planning efforts. If applicable, include how the proposed actions expedite future permitting or facilitate beneficial regulations for future water resources.
- Describe how these actions will advance the field of knowledge for development of future water resources. Include how the results of the proposed actions could be used in future research.
- Describe how these actions are unique and innovative. Describe the current state of technology. Identify similar studies that are completed or ongoing and how the proposed actions differ (include a literature search summary).
- Describe how the proposed actions increase future local supply potential.

#### **F. Criteria Two – Regional Benefit / Applicability**

In this section, applicant shall describe in narrative form the following:

- Describe how the results of this proposal would apply to Metropolitan's member agencies, retail agencies, and regional stakeholders. The proposal should describe how the study results are transferable to other member agencies and stakeholders in the region.
- If applicable, describe other benefits, such as water quality, energy, wastewater, infrastructure, environmental, etc.

#### **G. Criteria Three – Work Plan / Schedule**

Provide a detailed work plan describing each proposed task and deliverable, and how proposal success will be measured. Every task must have a specific deliverable and due date. Meeting dates and project milestones should be identified. Deliverables may include, but are not limited to technical memoranda, summary reports, progress reports, draft technical reports, final technical reports, presentations, and related information. If partnering on a proposal with other entities, describe the role/involvement of each partner and their relationship to the proposal. Describe factors that may affect the feasibility of implementing the proposal. Also provide a description of the technical expertise of the proposal team.

Cite proposed schedule including start date (no later than February 28, 2019), tasks, deliverables, reports, completion date (no later than February 28, 2021), and other key milestone dates. The schedule should be linked to the tasks and task deliverables. Identify components and tasks that could be broken out to allow funding to be provided for a particular activity or combination of activities. The description must clearly describe how funds would be used.

The following includes additional information and instruction for evaluation:

- Work plan and schedule needs to include adequate detail and completeness so that it is clear that the proposed actions can be implemented and proposal success can be measured. Identify potential challenges, issues, and prerequisites related to proposal implementation, and describe how they will be addressed.
- Describe how the proposal objectives can be achieved in the stated time period with the allotted personnel and budget.

**H. Criteria Four – Costs**

Provide a cost breakdown of the work plan consistent with the schedule. This should be itemized in tabular form (see following tables). Each work plan task should include a breakdown of the applicant’s monetary funding match, source of the funding match (e.g., name of the Member Agency, outside grant agency, etc.), and requested Metropolitan funds. Do not include any in-kind services in the funding match. If partnering with other Member Agencies, provide separate cost tables for each Member Agency and a proposal total cost table. For each cost table, the grand total non-Metropolitan funding match must equal or exceed the Metropolitan funded amount requested. Also provide a list summarizing all sources of the funding match, their respective monetary contribution, and status of the funding match (e.g., funding budgeted and approved by the Member Agency’s Board of Directors, grant received, applying for grant, etc.). Include supporting information for the budget (such as labor categories, hourly rates, labor time estimates, materials and supplies, and subcontractor/consultant quotes) and also for the status of the matching funds.

Cost Table Example – Member Agency 1					
Cost Category		Non-Metropolitan Share (Funding Match)		Requested MWD Funding	Total
		Source	Amount		
(a)	List proposed tasks on separate lines				
(b)	Proposed Task				
(c)	...				
Grand Total		--			

Cost Table Example – Member Agency 2					
Cost Category		Non-Metropolitan Share (Funding Match)		Requested MWD Funding	Total
		Source	Amount		
(a)	List proposed tasks on separate lines				
(b)	Proposed Task				
(c)	...				
Grand Total		--			

Cost Table Example – Proposal Total				
Cost Category		Non-Metropolitan Share (Funding Match)	Requested MWD Funding	Total
(a)	List proposed tasks on separate lines			
(b)	Proposed Task			
(c)	...			
Grand Total				

The following includes additional information and instruction for evaluation:

- Describe the cost-effectiveness of the proposed work plan budget.
- Describe the readiness to proceed with the matching funds, and how the matching funds will be committed by the Member Agency before the Member Agency signs the FAF Program agreement.

### 2.3 Submittal Instructions

Proposals for this RFP will be accepted in PDF format via e-mail.

#### By e-mail:

- **Proposal must be submitted electronically as an attachment to an e-mail at [FSAfundingprogram@mwdh2o.com](mailto:FSAfundingprogram@mwdh2o.com) by 1:00 p.m. on August 31, 2018.**
- The e-mail date and time will act as a time stamp for the submittal. Notice of receipt will be sent upon successful receipt of the proposal.
- The PDF file size is limited to no more 20 MB.
- The e-mail Subject line should contain the following: “Proposal for Future Supply Actions Funding Program”.
- The body of the e-mail should include the title of the proposal, name of the lead Member Agency, the applicable resource (groundwater, recycling, seawater desalination or stormwater) and contact information.
- If submitting multiple proposals, please submit each proposal individually in a separate e-mail.
- Member Agencies are encouraged to submit proposals in advance of the closing time and date.

Proposals received after the stated time and date will be considered late and will be automatically rejected by Metropolitan. The applicant **is solely responsible to ensure that its proposal is submitted correctly both in form and content and within the stipulated deadline.** Proposals that are late will be deemed non-responsive and not considered during the evaluation process.

**Proposals will be received until 1:00 p.m., August 31 2018.**