

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
Water Resource Management Group

**2023 Request for Proposals for
Future Supply Actions Funding Program**



KEY DATES

Request for Proposals (RFP) Issued.....December 1, 2023.
Pre-bid webinar.....December 13, 2023 @ 02:00 P.M.
Proposals due by.....February 5, 2024 @ 02:00 PM.

NOTICE

An optional pre-bid webinar will be held on **December 13, 2023**, from 02:00 p.m. to 03:00 p.m.
All Member Agencies and proposal partners are encouraged to participate.

Metropolitan Contact: Jonathan Jordan
E-mail Address: FSAfundingprogram@mwdh2o.com

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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 tests under the Future Supply Actions (FSA) Funding Program. The FSA Funding Program goal 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 2023 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 study proposals for the program described herein.

1.1 Objective

Metropolitan has proposed a 2023 FSA Funding Program with objectives to help address regional funding needs for actions that:

- Augment water resiliency to reduce climate change driven water resource barriers.
- Advance the field of knowledge for the four resources (recycled water, seawater desalination, stormwater, and groundwater).
- 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 (IRP) established a planning framework, including a core resources program, designed to ensure the region's reliability into the future. The 2010 IRP Update recognized that the future is uncertain and additional water resources may need to be developed under some conditions. To address this future uncertainty, the 2010 IRP 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, Metropolitan established the Foundational Actions Funding Program (FAF Program) 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. In 2018, Metropolitan released a second round of FSA funding for member agency studies. The 2020 IRP continued this progressive trend by adopting a scenario-based strategy to ensure regional reliability through 2045, referred to as the "Regional Needs Assessment." Given the successes of the 2013 and 2018 programs, the 2023 FSA reinforces Metropolitan's commitment to the 2020 IRP strategy in maintaining existing and developing new local supplies.

In 2022, Metropolitan's Board of Directors (Board) adopted a resolution calling for "Equitable reliability across the service area through a balanced combination of infrastructure, storage, demand management, and water supply programs." Metropolitan is collaborating with our Member Agencies on the regional Climate Adaptation Master Plan for Water (CAMP4W). CAMP4W will consider Member Agency projects that innovate and enhance regional water supply reliability. The FSA Funding Program has proven to be a capable vehicle for achieving the goals outlined in the resolution. To that end, Metropolitan encourages its member

agencies to propose innovative studies that benefit the region, innovate, reduce barriers, and create a climate change-resilient region.

1.2 Description

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

- Recycled water, including potable reuse
- 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
- Novel approaches for AI and machine learning

Examples of Member Agency studies funded under the 2013 FAF and 2018 FSA programs are listed on the FSA Funding Program's website: 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
- Long-term studies requiring more than two years to complete
- Construction of full-scale projects
- Funding CEQA documentation for projects
- Existing studies or projects
- Acquisition of property

1.3 Who Can Submit?

The RFP is open to Metropolitan Member Agencies (Member Agencies). Member Agencies may partner with other Member Agencies or other non-Member Agency entities. A single designated lead Member Agency must submit the proposal. The proposal must disclose the names of the partnering Member Agencies or other entities. Each Member Agency may be the

lead agency on a maximum of three proposals per funding round. 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.

1.4 Funding

Metropolitan expects to fund approximate 12 to 16 technical studies or pilot tests total during two separate rounds. This round of the FSA Funding Program will fund up to 8 technical studies or pilot tests, and up to \$3 million. The next FSA Funding Program round is expected to begin in two to three years. In total, up to \$6 million are available for the current and following funding rounds. Proposals submitted in response to this RFP will only be considered for the current funding round.

Member Agencies may submit proposal funding requests of up to \$500,000 per agency or up to \$500,000 for a single study. 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 do not count towards the required funding match. 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). The Member Agency match funding may not be associated with other Metropolitan funding programs.

A significant FSA Funding Program principle is having the studies or tests benefit the Metropolitan's services area. Due to this core principle, studies or tests funded through this program must be publicly accessible to the extent allowed under applicable law.

1.5 Anticipated Schedule

Date	Milestone
12/01/2023	Release of RFP
12/13/2023	Non-mandatory pre-bid webinar at 02:00 p.m.
01/12/2024	Questions for clarification will close at 1:00 p.m.
02/05/2024	RFP proposals due by 2:00 p.m.
Q1 2024	Proposal awards (Contingent upon Board action)
Q1—Q2 2024	Agreements signed by recipients (Goal)
Q1 2025	Work Initiation Deadline
Q4 2026	Final Report Deadline

1.6 Non-mandatory Pre-Bid Webinar

- A pre-bid Webinar will be held from 02:00 p.m. to 03:00 p.m., Wednesday, **December 13, 2023**. Metropolitan will discuss the details of the FSA Funding 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).
- 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.
- Directions on how to participate in the pre-proposal Webinar will be posted on the FSA Funding Program's website at www.mwdh2o.com/fsa.

1.7 Questions for Clarification

Questions for clarification regarding this RFP shall be submitted in writing via e-mail to Jonathan Jordan at FSAfundingprogram@mwdh2o.com by 1:00 p.m., Friday, **January 12, 2024**. As appropriate, Metropolitan will respond to questions, provide information updates, and issue RFP addendums through the following link: www.mwdh2o.com/fsa. The responsibility solely lies with each interested party and prospective applicant to check and review the FSA Funding Program website for all updates.

1.8 General Proposal Information

1. Applicants are encouraged to carefully review this RFP in its entirety before the proposal preparation.
2. All proposals submitted become the property of Metropolitan. Metropolitan has no expressed or implied obligation to reimburse the responding party for any expenses incurred in preparing proposals in response to this request.
3. Applicants may modify or amend proposals only if Metropolitan receives the amendment before 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.
6. Submission of a proposal indicates acceptance by the party of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Metropolitan and the recipient(s).

1.9 Rights Reserved to Metropolitan

Metropolitan reserves the right to:

1. Reject any and all proposals, revise terms and conditions, or elect not to 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. Proposals submitted in response to this RFP only qualify for the current funding round. Once submitted, the proposal is the 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 (Gov. Code) 7920.000 et. seq. 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 Section 7929.42 including “trade secrets” under Evidence Code Section 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 Board approval.
2. During the evaluation process, Metropolitan 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 are, or could be, collectively part of an overall study or pilot test, then only one eligible proposal may be selected for funding.
4. If applicable, Member Agencies with study work plans contingent on regulatory permitting must provide a list of required permits, expected award date, and the anticipated study timeline impacts if the permitting process is delayed. The ability to complete studies in the FSA Funding Program round timeframe is a scoring consideration. Metropolitan may request additional information on the permitting schedule.

1.13 Agreement Process

1. After proposals are selected for funding, Metropolitan will enter into agreements upon successful contract negotiations. Funding may be withdrawn if the recipient does not sign agreements within three months of final contract negotiations.
2. Metropolitan may negotiate proposal scope and funding changes if deemed beneficial.
3. Recipients must submit deliverables by task, including reports, invoices, interim study or test documents, and a final report documenting study or test results, other findings, and recommendations for future action. Recipients must provide any generated presentations or preliminary reports to Metropolitan during the life of the agreement.
4. The final report and symposium ~~presentation will be worth 25 percent of the total funding and~~ can be invoiced after the delivery of the final report and presentation.

Metropolitan will withhold the final funding until the final report and presentation are accepted by Metropolitan staff.

5. 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.
6. The FSA invoice intervals will be flexibly negotiated on a case-by-case basis during the agreement process; options available to agencies in this FSA round include quarterly, semi-annual, or based on deliverables. Funds will be disbursed after verification of study status based on submitted progress reports, invoices, and appropriate documentation. The non-Metropolitan funding match must equal or exceed the Metropolitan funded amount per submitted progress payment.
7. Funding recipients are expected to provide an initial forecast of spending to Metropolitan after the study or test initiation. The recipient will need to provide a forecast as a part of the submitted progress reports.
8. Final reports must be completed and submitted by **December 28, 2026**, unless extended by Metropolitan. Final payment will be made within 60 days of acceptance of the final report and presentation.
9. Member Agencies and study/pilot test participants will also be encouraged to participate in the FSA symposium. The symposium will highlight the study results and allow participants to present the final presentation to other member agencies and regional stakeholders.
10. Attachment A is Metropolitan's Sample Agreement. Applicant is requested to carefully review and comment as necessary on any of the provisions set forth in the Sample Agreement. Metropolitan reserves the right to modify, add or delete any of the provisions of the Agreement before issuance.

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 and rank the proposals. 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: 30 percent
2. Regional Benefit/Applicability: 20 percent
3. Innovative Process, Approach, or Technology: 20 percent
4. Work Plan/Schedule: 15 percent
5. Costs: 15 percent

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

In addition to the selection criteria above, Metropolitan will award a bonus to studies that objectively demonstrate regional benefit across the Metropolitan service area. To incentivize Member Agency cooperation on regional studies, Metropolitan will grant a 5% bonus to the proposals with 3 or more participating Member agencies. Partner Agencies must have at least \$10,000 vested in the study or test to qualify as a participating agency.

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.
- Materials presented in the Appendix will not be used in the proposal evaluation and should exclusively contain reference or supplementary content
- 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.
- Support letters: Proposals can include no more than five support letters of no longer than one page. Support letters will not count against the page limitations and will be considered to support regional benefit. Support letters should be addressed to Jonathan Jordan at FSAfundingprogram@mwdh2o.com by the proposal submittal deadline. Support letters received after the proposal submittal deadline will not be considered.
- **Proposals that do not conform to 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 – Innovative Process, Approach, or Technology
- H. Criteria Five – Work Plan / Schedule / Permitting
- I. Criteria Four – Costs
- J. Appendix A: Support Letters

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:

Name of Proposal	
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 study participants (not considered as part of the 20-page limit for proposals) in Section I.

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 – Increases Water Supply Resiliency

In this section, the applicant shall describe the following in narrative form all of which is applicable:

- Describe how the proposed actions increase future local supply potential.
- Describe how the proposed actions are critical to resource resiliency and planning for climate change-driven uncertainty.
- Describe how the proposed actions **removes barriers** to supply development including, but not limited to, technical, regulatory, permitting, and institutional barriers.
- Describe how the proposed actions increase regional climate resiliency or safeguards current local supplies.

F. Criteria Two – Regional Benefit / Applicability

In this section, the 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 regional member agencies and stakeholders.
- If applicable, describe other co-benefits, such as water quality, energy, wastewater, infrastructure, environmental, etc.
- Metropolitan will award a 5% bonus to proposals with 3 or more participating Member agencies.

G. Criteria Three – Innovative Process, Approach, or Technology

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

- Describe how these actions are unique and innovative. Describe the current state of technology. Identify similar completed or ongoing studies and how the proposed actions differ (include a literature search summary).

- Describe how these actions will advance the field of knowledge to develop future water resources. Include how the results of the proposed actions could be used in future research.
- Describe how the study or test results enable future actions that address regional barriers when compared to the status quo. Identify and describe the follow-up actions necessary for wide-scale implementation, such as submission of results to the State or Federal regulators required for regulatory acknowledgment or adoption. Include any future studies or steps to leverage results from the study or test.

H. Criteria Four – 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 study 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, describe the technical expertise of the proposal team.

Cite the proposed schedule, including the start date (no later than **January 01, 2025**), tasks, deliverables, reports, completion date (no later than **December 28, 2026**), 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 instructions for evaluation:

- Work plan and schedule must provide detail and completeness to measure the proposed implemented actions for success. Identify potential challenges, issues, and prerequisites related to proposal implementation and describe how they will be addressed.
- Describe how the proposed objectives can be achieved in the stated time period with the allotted personnel and budget.
- The proposal should include a table of required permits describing each permit, expected award date, and impact to the study workplan if delayed.

I. Criteria Five – Costs

Proposal must 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 in-kind services in the funding match. If partnering with other Member Agencies, provide separate cost tables and a proposal total cost table for each Member Agency. The

grand total non-Metropolitan funding match for each cost table must equal or exceed the requested Metropolitan funded amount. Also, provide a list summarizing all sources of the funding match, their respective monetary contribution, and the status of the funding match (e.g., funding budgeted and approved by the Member Agency's Board of Directors, grant received, applying for a 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 the matching funds.

Cost Table Example – Study 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				

Cost Table Example – Lead Member Agency					
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 – Partner Member Agency					
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		--			

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 FSA Funding 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 by 02:00 p.m. PST, on February 05, 2024**
- The e-mail date and time will act as a timestamp 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 e-mail's body should include the proposal's title, lead Member Agency name, 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 before the closing time and date.

Proposals received after the stated time and date will be considered late and automatically rejected by Metropolitan. Member agencies are **responsible for submitting the proposal correctly in form and content and within the stipulated deadline**. Late proposals will be deemed non-responsive and not considered during the evaluation process.

Proposals will be received until 02:00 p.m., February 05, 2024.

Revisions

Date	Page	Description
1/24/2024	6	Redlined text for payment withholding requirement.