



April 23, 2021

## REQUEST FOR PROPOSALS

### Part-Time Program Coordinator

#### Introduction

The Chowchilla Management Zone ("CMZ"), a group of nitrate dischargers acting together via a Memorandum of Agreement (MOA) to provide safe drinking water for areas impacted by high nitrates in groundwater, seeks proposals from qualified entities to provide part-time Program Coordinator services.

CMZ's purpose is to maintain and improve the quality of life in the CMZ region of Madera and Merced Counties, California, by implementing programs that provide access to safe drinking water for residents, and by engaging in activities with the goal of enhancing the quality of groundwater drinking water supplies for residents in the region. CMZ also serves as the oversight body governing efforts for the local Management Zone established to comply with the Central Valley Regional Water Quality Control Board's ("Regional Board") newly adopted Nitrate Control Program.<sup>1</sup>

#### Contract terms

The selected Program Coordinator will be engaged for a one-year contract beginning on **June 1, 2021**, with an option to renew for additional one-year periods based on performance and at the discretion of the Steering Committee ("SC") of the CMZ. The selected Program Coordinator will be an independent contractor and will be asked to sign a Professional Services Agreement (attached). Proposals should come from qualified independent entities able to contract with CMZ, and not from individuals. Potential candidates are encouraged to assemble teams as appropriate to deliver the services cost-effectively.

<sup>1</sup> The Nitrate Control Program is contained within Basin Plan Amendments for the Sacramento, San Joaquin River, and Tulare Lake Basins, as approved by the Central Valley Regional Water Quality Control Board in 2018 and State Water Resources Control Board in 2019; See [https://www.cvsalinity.org/nitrate-control-program\\_or\\_https://www.waterboards.ca.gov/centralvalley/water\\_issues/salinity/salt\\_nitrate\\_bpa/snrcp\\_accepted\\_bp\\_lang\\_official.pdf](https://www.cvsalinity.org/nitrate-control-program_or_https://www.waterboards.ca.gov/centralvalley/water_issues/salinity/salt_nitrate_bpa/snrcp_accepted_bp_lang_official.pdf)



## **Scope and duties**

The Program Coordinator will report directly to the CMZ Steering Committee. The Steering Committee envisions this service as part-time. CMZ recognizes that because this is a new position in a new program, estimating the time needed to provide the requested services is uncertain. As such, proposals may be based on a range of monthly hours. Regardless, proposals should include assumptions (and an explanation about those assumptions) about the amount of time it will take to carry out specific tasks, and the types of personnel (e.g., administrator, bookkeeper, administrative assistant) that will carry out those tasks. Candidates should demonstrate their flexibility to increase or reduce services to meet the Steering Committee's needs and direction as the Program evolves and matures.

## **Core Services**

The Program Coordinator will serve as the day-to-day agent and executive for the Steering Committee. The Program Coordinator will be the first point of public contact for CMZ, serving as an intermediary between the Steering Committee and the public, news media, government agencies, non-governmental organizations, and other interested parties, except in cases where the Steering Committee has specifically delegated those duties to another party.

- The Program Coordinator will be responsible for planning and scheduling Steering Committee meetings in consultation with the Steering Committee and other contractors/consultants, and in conformance with CMZ's bylaws.
- Other administrative duties include preparing agendas, financial reports and budgets, banking (in coordination with the Steering Committee Treasurer), and maintenance of all CMZ corporate records (including notices and minutes of meetings, and banking, tax, and other records).
- The Program Coordinator will attend Steering Committee meetings (expected to occur about once monthly or as scheduled by the Steering Committee), and other CMZ-related meetings as directed by the Steering Committee, such as public meetings to solicit community input on or regulatory approval for CMZ-related activities.
- The Program Coordinator will provide oversight and serve as an independent advisor on matters related to the performance and efficiency of all other Steering Committee contractors/consultants. This shall include providing feedback to the Board regarding consultants' work products, budgets, and invoices, particularly toward confirming such materials are consistent with the Steering Committee's expectations and any separate agreements.



- Other CMZ contractors/consultants may include, but not be limited to, engineering firms, drinking water service providers, tax preparers, and legal counsel. The Program Coordinator will be asked to confirm whether a conflict of interest exists with the Steering Committee and other CMZ contractors/consultants, in accordance with CMZ's Conflict of Interest Policy (attached).
- Beyond the core services described above, the Program Coordinator may be asked by the Steering Committee to provide additional services, depending on the candidate's demonstrated experience, efficiency, and skills. Additional services may include some or all of the following:
  - Facilitate or mediate discussions regarding cost sharing and fees for services between regulated dischargers under the Nitrate Control Plan ("Discharger");
  - Managing outreach related to well testing, scheduling appointments, follow up with well owners/tenants, and coordination with Self Help Enterprises regarding the Integrated Regional Water Management (IRWM) grant program to name a few.
  - Identify and/or pursue grant opportunities and charitable donations;
  - Initiate and respond to external communications, including updating the CMZ website, public presentations on CMZ activities, engagement with news and social media, regulatory relations, and community outreach;
  - Solicit Discharger enrollment, invoicing Dischargers and processing payments.

## **Experience**

Experience in administration, managing nonprofits, preparing financial reports, managing issues related to water supply and water quality, public affairs, public meetings, and communications are all strongly desired. Familiarity and experience with the Regional Board's Nitrate Control Program and the Central Valley Salinity Alternatives for Long Term Sustainability ("[CV-SALTS](#)") stakeholder process is essential. Provide examples of completed projects and references. Please see criteria selection below.

## **Guidelines for submitting proposals**

Please adhere to the following guidelines:

- Submit proposals electronically to Jason Rogers, [jrogers@cityofchowchilla.org](mailto:jrogers@cityofchowchilla.org) in Adobe PDF format by 5 p.m. May 14, 2021. Designate one person as the point of contact for CMZ and provide both an email address and a telephone number. Late submissions will not be accepted.
- Clearly identify the name of your independent entity and where it is physically headquartered. Provide a web address for your company, if possible. Information on



each person involved in the program needs to be provided to demonstrate that the proposed person has the capabilities requested.

- Clearly identify the person that will work as the main provider of Program Coordinator services and each person providing additional supporting services. For the purposes of this RFP, “Program Coordinator” indicates the candidate entity and not necessarily a single person.
- Identify the specific services each person would provide, and a list of each person’s specific applicable capabilities related to the scope and assigned tasks.
- Provide an hourly billing rate for each person and/or job classification that would provide services.
- All such experience should be described in submitted proposals, as well as completed projects. Candidates should describe their familiarity and previous working relationships, if any, with relevant Madera and Merced County stakeholder groups, such as Groundwater Sustainability Agencies, environmental justice organizations, local governments, Regional Board staff, news media, and local business and agribusiness organizations.
- Provide references of completed projects.
- Include an annual budget, subject to change depending on contracting schedule) that estimates costs to provide the Program Coordinator services, including estimated hours for each person and/or personnel classification, multiplied by their hourly rates. Given uncertainties about the exact number of hours needed for the service, proposals should propose a range of average monthly hours. Candidates are required to identify the assumptions going into their time estimates.
- Include a budget estimate for out-of-pocket expenses, which CMZ will reimburse at cost where appropriately documented.
- Proposals should be no longer than eight (8) pages in length, including attachments.
- Proposals should use Times New Roman or similar typeface in 12-point type and maintain one-inch margins; however, candidates need not alter existing documents such as rate sheets, personnel bios, etc., so long as they are clear and readable.

### **Criteria for Selection**

The following criteria will be considered, although not exclusively, in determining which entity is awarded the contract.

1. Qualifications and Experience	20%
2. Completed Projects and References	10%
3. Program Coordinator Services Offered	30%
4. Fee Proposal – Fee Schedule	40%



## **Liability**

CMZ will require that the awarded entity provide assurance of adequate insurance coverage, with CMZ named as an additional insured certificate holder on the policy (General Liability: \$1 million, Professional Liability/Errors and Omissions: \$1 million, Hired & Non-Owned Auto: \$1 million), and worker's compensation insurance for all personnel working on the account as required by applicable laws. Some terms may be negotiable.

## **Anticipated schedule for review and response to proposals**

CMZ will review and respond to proposals by **Friday, May 14, 2021**. CMZ reserves the right to arrange interviews with one or more finalists before making a final decision.

## **Right to Refuse**

This RFP does not commit CMZ to award any contract or pay any costs incurred in preparation of a proposal. The Steering Committee reserves the right to accept the proposal considered to be in CMZ's best interest in the Steering Committee's sole discretion. CMZ reserves all rights to reject any or all proposals received for any reason or no reason.

## **Questions**

Questions may be sent by email to Jason Rogers, [jrogers@cityofchowchilla.org](mailto:jrogers@cityofchowchilla.org). Provide a phone number along with any emailed questions in case a telephone response is needed.

Thank you for your interest in working with the Chowchilla Management Zone.