

REQUEST FOR PROPOSALS

Salton Sea Database Project

Issued by:

Salton Sea Authority

Responses Due: August 1, 2001

Project # EPA 99-019



1. BACKGROUND

The Salton Sea Authority, in conjunction with the Bureau of Reclamation, is undertaking efforts to improve conditions at the Salton Sea (Sea), California. Our restoration objectives are:

- Maintaining the Sea as a repository of agricultural drainage from the Imperial and Coachella Valleys
- Providing a safe, productive environment for resident and migratory birds and endangered species
- Restoring recreational uses
- Maintaining a viable sport fishery
- Providing opportunities for economic development along the shoreline.

The Sea is located in the southeastern desert of California and spans Riverside and Imperial Counties. The closest cities include Coachella, Calipatria and Westmorland. The Sea, having a surface elevation of approximately 227 feet below sea level, is situated in a closed basin. It is sustained by inflow of drainage from irrigated agriculture in both the Coachella Valley to the north and the Imperial Valley to the south and by flows from Mexico, which consist mostly of agricultural drainage and some municipal and industrial wastewater.

The Salton Sea Authority is a regional agency and was formed as a Joint Powers Agency by the Coachella Valley Water District, the Imperial Irrigation District, the County of Riverside, and the County of Imperial. Additional information about the Sea and restoration efforts is provided at www.saltonseaca.gov.

2. SERVICES TO BE PERFORMED

The Authority is seeking contractual assistance in developing a database of contacts to assist in public outreach efforts. The database should be a turnkey design so that the Authority can both use and maintain it.

As interest in the Sea grows nationally, more and more agencies, stakeholder organizations as well as individual citizens have expressed interest in restoration issues. The database will enable the Salton Sea Authority to readily access names and addresses by category of interests as well as geographic location for the purposes of both general and targeted mailings. The Salton Sea Authority currently maintains several different databases with approximately 120 categories that will be incorporated into the new files. The primary mailing list for the Authority includes 1800 names with addresses, phone and email. The Authority would like to include some 2600 names and addresses from the Salton Sea Bird Festival in the new database. The contractor shall make recommendations for the preferred software to maintain the current and proposed databases. The foregoing information is currently in Excel or Outlook and is available on disc. In addition, the University of Redlands Salton Sea Data Base Program maintains

an extensive database in Access and links to this database should be incorporated in any proposal.

The contractor will develop a database that could include but is not limited to:

- The ability to compile and organize existing data
- Manage up to 5,000 names, addresses, phone numbers, email addresses, affiliations and other information that may be pertinent to out reach efforts
- The ability to cross tabulate using software as mutually agreed upon by the contractor and Salton Sea Authority
- The ability to merge names and addresses and other information into Microsoft Word and Excel
- Set forth a process to update and expand the database
- Demonstrated the capacity to sort and select data

The contractor will work with the Salton Sea public outreach team to assure the adequacy of the data that is gathered and maintained.

3. SCHEDULE

This contract may extend for multiple years, depending on funding. Contractor involvement is expected until at least June, 2002 and may extend beyond.

4. SUBMITTAL REQUIREMENTS

Responses are due on before August 1, 2001 at 5:00 PM, to the following address:

Dan Cain, Staff Analyst II
Salton Sea Authority
78-401 Hwy. 111, Ste. T
La Quinta, CA 92253
Phone: (760) 564-4888
Fax: (760) 564-5288
dcain@saltonsea.ca.gov

Questions may be directed in writing (via fax or email). All questions and responses will be provided to each potential contractor upon request.

Submit five (5) copies of your proposal.

Proposals should be no more than 8 pages, excluding appendices that could include qualifications, resumes, and promotional material (which should not be excessive). The document must be 8 ½ X 11". The document should not be bound.

Proposals must generally be prepared in sections as follows:

A.Cover Page/Introduction/Understanding of the Project

B.Approach

- What methods, principles, and practices will you employ to develop and maintain the database?
- Do you propose a unique approach to the tasks described in the work plan? Are there additional tasks that you propose to undertake? How will you prioritize your initiatives?
- What software will be used?
- Out of which offices(s) will you and, if applicable, team members work?

C.Experience

- Describe projects similar in scope/complexity that you accomplished. Identify reference and phone number for each project identified.
- Describe any experience/familiarity that you have with the problems and issues surrounding the Salton Sea.
- Acknowledge any relationship that you have with any major Salton Sea stakeholder/interest group. If there are no relationships, state so.
- Include contact names and information.

D.Budget

- Prepare cost estimates.
- Distinguish between labor and other direct/indirect costs, as appropriate.
- Clearly identify what services are included and what is not as a part of the budget.

E.Appendices

5. INSURANCE REQUIREMENTS:

Contractor shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. The Authority, its directors, officers, employees, agents and volunteers shall be covered as additional insured with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for

which the Contractor is responsible; and the insurance coverage shall be primary insurance as respects to the funding source agency.

Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease. The insurer shall agree to waive all rights of subrogation against the Authority, its directors, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy, which arise from work performed by the contractor.

6. Legal Requirements

The following is a summary of legal requirements, which may impact your proposal and budget:

- 1) Buy American (Section 31.36 © (5) of 40 C.F.R. 31)
In accordance with Section 215 of the Clean Water act (33 U.S.C. 1251 et seq.) and implementing EPA regulations, the contractor agrees that the contractor, subcontractors, material suppliers and other suppliers in the performance of this contract will give preference to domestic materials.

- 2) Equal Opportunity and Utilization of Small, Minority, and Women's Business Enterprises in Procurement: Federal requirements regarding utilization of Small, Minority and Women's Business enterprises in procurements related to this proposal will be required. Potential contractors need to briefly describe what their good faith efforts will be towards awarding a fair share of any sub-contracts and procurements to Small Business (SBE), Minority Business (MBE), and Women's Business (WBE) Enterprises. All Salton Sea Authority contractors will be obligated to retain all records documenting their MBE/WBE efforts. A fair share objective imposes an obligation on the recipient or contractor to exercise good faith efforts. Good faith efforts by a recipient or prime contractor mean efforts to attract and utilize SBEs. MBEs and WBEs, primarily through outreach, recruitment and race/gender neutral activities.

7. SELECTION PROCESS

The Salton Sea Authority will use the following criteria in the selection process:

- Qualifications & relevant experience
- Responsiveness to this RFP
- Familiarity with the area/project
- Cost

The Authority encourages small, minority and women-owned businesses to submit proposals.

The Authority reserves the right, at its sole discretion, to reject any or all proposal(s) received as a result of this request, to negotiate with any qualified source, and to cancel

in part or in its entirety this request for proposal. The receipt of proposals shall not in any way obligate the Authority to enter into a contract of any kind with any proposer(s).

The Authority will not be responsible in any manner for the costs associated or incurred with the preparation and submission of the proposals. Review of current database materials can be arranged for interested bidders.