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Request for Proposals ECRG Round 2 Grant Writing City of Santa Fe Springs

BACKGROUND

The City of Santa Fe Springs is requesting Proposals to prepare a grant application for the upcoming ECRG Round 2 funding cycle. The Department of Toxic Substances Control (DTSC) has made approximately \$85 million available for the assessment, investigation, and cleanup of contaminated sites for the purpose of beneficial reuse. DTSC is issuing the Notice of Funding Availability (NOFA) for Round Two of the ECRG on August 14, 2023, and closes on October 9, 2023.

Santa Fe Springs is interested in pursuing one or multiple ECRG grant applications for the five potential brownfield sites depending on level and knowledge of contamination, and the site's eligibility for either a Community-Wide Assessment, Site Specific Investigation, or Site Specific Clean-Up grant. The five sites are all under public ownership (i.e. City or Successor Agency) and are identified on Exhibit A Projects Map.

City staff has also prepared background information for each of the five sites for your review to prepare the grant writing proposal. This information can be accessed via this link: <https://drive.google.com/drive/u/1/folders/1nsjAVjZ9LGdF9MZ8h-jWo3gQAYYjcl-->

The Consultant should not rely solely on the information provided by the City. The Consultant shall conduct additional investigative studies and research, such as CalGem, EnviroStor, and GeoTracker and any other similar data bases.

PROJECT SCHEDULE

The City is providing an opportunity for written questions and comments related to this RFP. All questions and comments should be in writing and sent to Mr. Wayne Morrell, Director of Planning, at waynemorrell@santafesprings.org. Upon the receipt of the question or comment, City staff will provide a written response. The question and response will be posted on the City's website, no later than 5:00 p.m. August 17, 2023. Please note that the city staff will be reviewing the proposals between August 21-29, 2023, and may need to contact the Consultant for clarification or, possibly, a meeting.

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Grant Writing RFP Issued Date	July 31, 2023
Written Questions Submittal Deadline	3:00 p.m., August 16, 2023
ECRG NOFA Issue Date	August 14, 2023
Proposal Submittal Deadline Received by City	3:00 p.m., August 21, 2023
City Staff Proposal Review Period	August 21-August 24, 2023
City Council Award of Contract	September 5, 2023
Complete and Submit ECRG Grant Application(s)	October 9, 2023

PROPOSAL SUBMITTAL

Proposals shall be sent electronically and no later than 3:00 p.m., August 21, 2023. No other forms of submittal will be accepted. Send proposal to waynemorrell@santafesprings.org.

SCOPE OF WORK

Santa Fe Springs is seeking a brownfield remediation strategy for each of the five sites identified in Exhibit A. The City believes that each of the five sites may have differing levels of readiness and, therefore, should be analyzed and a remediation strategy be developed separately for each of the sites. The City may have insufficient information and data on some of the sites, which may indicate that a more extensive assessment and site characterization would be required while other sites may already have a more extensive record of sufficient information and data that may indicate that the next logical step is the completion of a site remediation plan and/or a clean-up project. It is possible, therefore, that after reviewing available information and data for each of the five sites, the consultant may propose to complete multiple ECRG applications. The consultant shall clearly explain their staff capacity, methodology, timeline, and budget to ensure timely submittal of each grant(s).

The City has prepared separate data folders for each of the five sites for your review and may be accessed via this link:

<https://drive.google.com/drive/u/1/folders/1nsjAVjZ9LGdF9MZ8h-jWo3gQAYYjcl-->

At a minimum, the Consultant shall:

- Meet and consult with City staff on an on-going basis, with regularly scheduled weekly meetings for quick updates and/or lengthier discussions of various project challenges. For example, one of the first meetings may be to discuss the City's five potential sites and to cross-check them against the ECRG grant eligibility criteria, application requirements, funding allocations, the ECRG ethos, ECRG public engagement expectations, and how ECRG aims to advance environmental justice goals through community benefit, equitable reuse, and contract requirements. The increased emphasis on advancing Environmental Justice goals and objectives is a change from the earlier round of funding.

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- Prepare and submit the Eligibility Self-Check Tool to determine site eligibility and type of grant to be sought: Community-Wide Assessment (max \$350k), Site-Specific Investigation and Clean-Up Planning (\$150k-\$7M), and Site-Specific Cleanup (\$300k-\$10M).
- Organize and conduct up to three meetings with the Center for Creative Land Recycling (CCLR) to discuss project eligibility and grant questions.
- Develop a public engagement program that complies with ECRG grant requirements, which require greater engagement of the community to facilitate collaboration.
- Prepare up to two drafts of the application and submit the final application through the Fluxx application portal no later than the application submittal deadline. The Consultant shall provide timely advice should special passcodes, state ID numbers, etc. are required.
- Should the City be awarded an ECRG grant(s), the Consultant shall provide on-going project management services, such as correspondence, reporting requirements, and reimbursement requests, etc. with DTSC and other agencies. Please include this task as an optional and separate line item within the Scope of Work and Budget/Timeline.

PROJECT TIMELINE AND BUDGET

- Consultant shall analyze each site and develop the optimal strategy and identify the project grant type for each site for ECRG consideration.
- Consultant shall prepare a scope of work, timeline, and budget, which identifies the anticipated time frame, with major milestones, and associated budget costs for each task and sub-task, with the hourly rates for each position clearly identified. If more than one application is being prepared, based upon known information at this time, the proposal shall clearly reflect and identify the methodology, staffing level/capacity, and costs for each application type.
- Consultant shall coordinate work activities to align with ECRG NOFA solicitation and deadline for submittal of the application(s).
- Develop and provide performance metrics with timelines that can be used to evaluate whether, and to what extent, plan goals and objectives have been or are being met.

DELIVERABLES

Final deliverables should be in 8 ½”x11” format that is easy to reproduce.

- Preliminary and Final Drafts of ECRG grant application(s) in Microsoft Word and Adobe PDF.
- Public Engagement Plan and meeting notes, attendance, advertisements, social media, etc.
- Regular Meetings Schedule and Meeting Notes
- One electronic version of the ECRG grant application(s)

SUBMISSION REQUIREMENTS

Consultant shall provide the following information in the Proposal:

- Introductory Cover Letter

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- Professional Experience, Key Personnel, Resumes/Biographies, Sub-Contractors
- Scope of Work, Methodology, and statement as to whether all five sites will be included in one or multiple applications
- Project Timeline and Budget (not-to-exceed cost) based on one or multiple applications
- References: three to five professional references and contact information for relevant past work
- Sample of Work: two samples of ECRG grant applications or similar work product and explanation of your company's role and responsibility

APPROVAL PROCESS

City of Santa Fe Springs will evaluate submitted Proposals and select a consultant firm. Interviews may or may not be required due to the abbreviated solicitation period. There is no mandatory pre-bid meeting but the City invites written questions and comments. Please refer to the Schedule Table for important dates.

INSURANCE

The consultant shall at their own cost and expense, procure and maintain during the term of this agreement, the following:

- Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage.
- Comprehensive Automobile Liability Insurance, which provides for total limits of not less than \$1,000,000 combined single limits per accident applicable to all owned, non-owned and hired vehicles.
- Statutory Workers' Compensation required by the Labor Code of the State of California and Employers' Liability Insurance in an amount not less than \$1,000,000 per occurrence. Both the Workers' Compensation and Employees' Liability policies shall contain the insurer's waiver of subrogation in favor of Agency and City, and their elected officials, appointed officials, agents, employees, officers, volunteers and servants.
- Professional Liability (Errors and Omissions) Insurance, appropriate to Consultant's profession, against loss due to error or omission in an amount not less than \$1,000,000. Said policy shall contain a provision that the same shall not be canceled without at least thirty (30) days noticed to the City thereof. Consultant's insurance shall be written by insurers authorized to do business in State of California with a minimum "Best's" insurance guide rating of "A:VII +"

ADDENDA, CHANGES AND AMENDMENTS TO THIS RFP

At any time prior to the due date for responses, the City may make changes, amendments, and addenda to this solicitation, including changing the submittal date. Addenda, changes, and

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amendments, if made, will be posted on the City's website (www.santafesprings.org), which is deemed adequate notice. Any prospective respondent may submit an e-mail to waynemorrell@santafesprings.org, requesting to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communications is via e-mail due to its timeliness.

CONDITIONS FOR RESPONSES TO THIS RFP

The following conditions apply to this RFP solicitation:

- Nothing contained in this RFP shall create any contractual relationship between the respondent and the City.
- The City shall not be liable for any expenses incurred by any respondent and organization in connection with this RFP.
- No conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms of this RFP. Oral communications or any written/e-mail materials provided by any person other than designated contact staff of City shall not be considered binding.
- The City reserves the right, in its sole discretion, to accept or reject any or all Proposals without prior notice and to waive any minor irregularities or defects in a Proposal. The City reserves the right to seek clarification on a Proposal with any source. The City may, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.
- The City reserves the right to conduct a background check of any respondent. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential respondent.
- Respondents shall not issue any news release pertaining to this RFP, without prior written approval of the City.
- All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the Planning Department. If the respondent believes any information submitted should be protected from such disclosure due to its confidentiality, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.
- The City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level, or additional services.
- Should a contract be subsequently entered into between the City and respondent, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful respondent shall secure a Santa Fe Springs business license through the City's Department of Finance & Administrative Services at the time the contract is awarded.

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- The respondent shall perform such services in its own way and as an independent contractor in the pursuit of its own calling and not as an employee of the City.

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