



**Sonoma
Water**

MEMORANDUM

TW: 20/21-060

DATE: May 26, 2021

TO: Grant Davis, General Manager

FROM: Susan Haydon, Project Manager [REDACTED]

SUBJECT: **Selection of West Coast Watershed, Inc. for Consulting Services for the North Coast Resource Partnership, Non-Grant Funded Services**

West Coast Watershed, Inc. was selected from a list of qualified consultants developed from a prior competitive selection process. Attached is a memo that explains the previous competitive selection process.

West Coast Watershed, Inc. was selected for the subject work because of the firm's broad range of experience, expertise, and relationships.

The hiring of West Coast Watershed, Inc. for this agreement causes no conflict of interest and is not based on any financial incentive provided to Sonoma Water or its employees and representatives.

Attachment(s)

c: Rachel Vail

RV: t:\rvall\agreements current\2021-060 haydon susan - wcv ncrp\selection memo for wcv\selection memo for wcv.docx



MEMORANDUM

CF/40-0-21 RFQ (Agree for Administrative and Program Management Consulting Services for the North Coast Resource Partnership) 20/21-014 (ID 7475)

DATE: October 30, 2020
TO: Grant Davis, General Manager
FROM: Susan Haydon, Project Manager *SH*
SUBJECT: LIST OF QUALIFIED CONSULTANTS FOR ADMINISTRATIVE AND PROGRAM MANAGEMENT CONSULTING SERVICES FOR THE NORTH COAST RESOURCE PARTNERSHIP - NOT TO BE USED FOR FEDERALLY FUNDED PROJECTS

On August 26, 2003, Sonoma County Water Agency's (Sonoma Water) Board of Directors directed Sonoma Water staff to coordinate development of an Integrated Regional Water Management (IRWM) Plan for the North Coast Region.

On February 16, 2012, the California Department of Water Resources and the County of Humboldt signed Prop 84 Grant Agreement No. 4600009393 in the amount of \$1,000,000 for the purpose of developing a North Coast Integrated Regional Water Management Plan (Management Plan) that meets the IRWM Plan standards set forth in the state IRWM Program Guidelines dated August 2010.

The Management Plan policy review panel (consisting of 16 appointees from the Boards of Supervisors of Del Norte, Humboldt, Trinity, Siskiyou, Modoc, Mendocino, and Sonoma counties and from Tribal governments and other entities) expanded the planning effort with updated Plans in 2013 and 2019 to include addressing other resource goals and priorities such as reduced greenhouse gas emission, increased renewable power production, forest health and wildfire risk reduction, stormwater management, and regional sustainability.

The NCRP is a long-term collaboration among Northern California Tribes, counties, and diverse stakeholders. The NCRP region covers over 19,000 square miles and includes the Tribal lands and the seven counties listed in Paragraph 2.3. Since 2004, the NCRP has engaged in collaborative, integrated planning and project implementation, investing over \$67 million in hundreds of projects that benefit the North Coast Region's communities and watersheds. In 2018, the NCRP was awarded a \$4.25 million in funding from the California Natural Resources Agency and Department of Conservation for planning and the identification and implementation of local and regional projects to improve forest health and increase fire resiliency. The goal of the Regional Forest and Fire Capacity block grant is to develop a North Coast Regional Priority Plan and to prioritize, develop, and implement projects that improve forest health and fire resilience, facilitate greenhouse gas emissions reductions, and increase carbon sequestration.

Sonoma Water is responsible for planning aspects of the NCRP including: a) administration, b) coordination of technical assistance, c) development of updated Management Plans, d) presentations and development of outreach materials, and d) preparation and submittal of the

Management Plan grant applications to state and federal authorities. These activities include, but are not limited to:

- Meeting management and committee support, including meeting facilitation and coordination
- Technical assistance, including Geographic Information Systems (GIS) analysis, map and graphics development, environmental compliance and evaluation, development of technical assistance tools, development of project and program methodologies
- Development of grant applications and proposals for funding
- Development of NCRP outreach and communication materials, all forms (including print, web, and GIS)
- Public relations including partnership building and collaboration with federal, state, regional, and local entities
- Development of regional plans and priorities
- Development of technical materials, guidebooks, and reports

On September 14, 2020, Sonoma Water issued a Request for Statements of Qualifications (RFQ) to the following three firms:

- West Coast Watershed, Healdsburg, CA
- West Yost Associates, Santa Rosa, CA
- Woodard and Curran, Walnut Creek, CA

The RFQ was also posted on the Sonoma County Water Agency and County of Sonoma Purchasing Department websites.

The three firms listed below submitted Statements of Qualifications (SOQs):

- 347 Group, Granite Bay, CA
- Consero Solutions, Davis, CA
- West Coast Watershed

The following criteria were used to evaluate each firm:

- Thoroughness of SOQ
- Professional qualifications and demonstrated ability to perform the work
- Exceptions to standard terms in the sample agreement
- Local Service Provider Preference

Based on the evaluations, the following respondents were selected for the list of qualified consultants:

Name of Firm	DIR Registered? Y/N
347 Group	N
Consero Solutions	N
West Coast Watershed	N

For projects requiring administrative and program management consulting services for the North Coast Resource Partnership and related services, Sonoma Water will contact individual firms from the above list to determine availability and potential conflict of interest with other projects that the firm is undertaking, and to prepare a cost proposal to perform the work.

SOQs and evaluation forms have been sent to Central Records.

c: Julie Sykes

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