

The logo for the Los Vaqueros Reservoir Expansion Project. It features the words "LOS VAQUEROS" in blue, "RESERVOIR EXPANSION" in green, and "PROJECT" in green. To the right of the text is a stylized graphic of a reservoir dam or structure, composed of several horizontal bars of varying heights, colored in shades of blue and green.

LOS VAQUEROS RESERVOIR EXPANSION PROJECT

The background of the slide is a scenic landscape featuring rolling green hills, a large blue reservoir, and several wind turbines in the distance. A road or path winds through the foreground hills.

**Agenda Item 3.1 – Program Management
Request For Proposals**

February 8, 2023

Program Management Request for Proposals (RFP)

Presentation to include:

- Program Management Overview
- Scope of Work Overview
- Proposed Selection Criteria
- Proposed Schedule
- Selection Process

Program Management Overview

- The Joint Exercise of Powers Agreement describes the Program Manager role as a key consultant to the JPA that will report to the Executive Director (see Section 4.8)
- The Program Manager responsibilities include:
 - Coordinate with the Executive Director regarding various design and construction activities
 - Support coordination with Contra Costa Water District (CCWD) and East Bay Municipal Utility District (EBMUD)
 - Duties include but not limited to budget tracking, scheduling, and quality control/quality assurance
 - May also contract for additional services as required

Program Management Overview (cont.)

Competitive selection of a Program Management Consultant is a high priority activity to achieve multiple **near-term goals**:

- Provide support to the new Executive Director
 - Prioritizing qualified and high-functioning consultants with a focus on collaborative team dynamics and strong communication skills.
 - Will work under the direction of the Executive Director and serve as an advisor to the Executive Director.
- Actively develop the business functions of the JPA
 - Manage the transition of key responsibilities from CCWD to the JPA
 - Complete financial stand-up activities, coordination of interim and long-term funding sources, cost share agreement administration, and grant administration

Program Management Overview (cont.)

And to achieve **long-term goals**:

- Work with Executive Director to build a durable foundation for productive JPA governance and organization management for long-term operation of the Project
- Engage in creative problem solving supportive of Project completion, regional resiliency, protection of partner investment and proactive partner and stakeholder communications
- Maintain the current approach that eliminates the need for JPA employees

Program Management Preparation

Date	JPA Activity & Input received
July 13, 2022	Board Discussion Item
October 14, 2022	Board Discussion Item
October 20, 2022	Operations and Engineering Committee
October/November	Outreach to Member Agencies' GMs to identify staff to participate in review and selection process
November 3, 2022	Orientation meeting of RFP review and selection team: ACWD, CCWD, EBMUD, Valley Water, Zone 7
January 11, 2023	Status Update in Executive Director Report
February 8, 2023	Board Discussion Item

Scope of Work - Overview

- Support for Executive Director
- Program Advisor
- Program Reporting
- Document Control
- Cost, Budget Management & Accountability
- Risk and Change Management
- Quality Management
- Scheduling & Budget
- Contract Administration
- Internal Procedures and Governance
- Public Participation and JPA website hosting
- Training and Skills Transfer

Scope of Work Highlights

- Program Management and Administration
 - Support Executive Director/Program Advisor
 - Support and coordinate strategic planning activities with the Executive Director and other relevant state and federal agencies and JPA Member agencies
 - Support and implement organizational development activities
 - Facilitate and coordinate development of various project agreements regarding cost, implementation, operations, and management of the Project
 - Provide administrative support to the Executive Director and assist with the efficient and effective operation of Board-related activities

Scope of Work Highlights

- Program Controls, Reporting, and Contract Administration
 - Provide program-level planning, development, implementation, and oversight of the Program's Project controls activities
 - Provide contracts administration leadership to manage overall contract administration function for the JPA
 - Provide regular status reports for JPA Board, member agencies, funding agencies, and other stakeholders on schedule, costs, risks, etc., including JPA activities
 - Establish standards, policies, and procedures for conducting business and getting approvals; document JPA organization and reporting structure

Scope of Work Highlights

- Cost and Budget Management and Accountability
 - Ensure accountability of JPA funded work and JPA spending
 - Budget planning and financing
 - Funding Agreement support
 - Financial reporting to JPA Board and member agencies
- Scheduling and Budget
 - Plan for JPA critical path activities
 - Update and maintain critical path schedule

Program Management Scope of Work

- Quality Assurance/Control/Risk and Change Management
 - Support ED in managing JPA's accountability role including risk assessment and reporting
- Communications Services/ Public Affairs
 - Media
 - Strategic Communications supporting JPA/Community/Industry Engagement
 - Reports and Publications/Materials
 - Website Administration

Proposed Selection Criteria

- Overall selection determined by:
 - Proposal Evaluation – 50%
 - Interview Evaluation – 50%

Proposed Selection Criteria


Proposal Evaluation

- 1. Overall Proposal Quality (5%)**
- 2. Specialized Experience and Capabilities (5%)**
 - Focus on Program Manager and key personnel
- 3. Firm Qualifications and Program Team (20%)**
 - Specialized expertise relevant to Project & the JPA
- 4. Approach to Work (20%)**
 - Understanding scope of work, required resources, program schedules, JPA's needs and creative ways to address unique nature of Project and organization

Proposed Selection Criteria Interview Evaluation

- 1. Presentation (30%)**
- 2. Questions and Answers (20%)**

Proposed Schedule 2023

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- February 21 Issue RFP
 - March 6 Deadline to Submit Questions via Email
 - March 10 Addendum issued, if necessary
 - March 21 **Proposals Due** via Email
 - April 10-11 Conduct Interviews
 - April/May Selection and Contract Development
 - May Board Meeting **Board Action** on PM Contract

Program Management Selection Process

- Competitive selection process
 - Executive Director and Member agency staff will serve on a selection panel to:
 - review the Request for Proposals, and
 - conduct interviews in accordance with the Selection Criteria
 - PM consultant selection will be made, and contract development initiated; other candidates will be notified
 - Contract with selected consultant would require approval by the JPA Board

DISCUSSION

