

Information Exchange Meeting
Environmental Projects Benefiting San Diego Bay

March 20, 2009

Eileen Maher of the Environmental Services Department opened the meeting and gave a short presentation on the request for proposals and currently funded projects.

Rita Cordova of the Procurement Services Department gave an overview of the Equal Opportunity Program. The certificates that are accepted are from the Department of General Services, State of California and from CalTrans. Self certification can be done at www.ccr.gov. The information requested in Attachment A is used for the Port's annual report and individual companies are not identified. Contact Rita Cordova if you have questions or need more information – 619-686-6412 or rcordova@portofsandiego.org.

Questions and Answers

Where does the money come from for the Environmental fund? The Environmental Fund was established by the Board of Port Commissioners. The fund consists of 1/2 % of revenue per year with exceptions. The Board provided \$5 million to get started. The specific amount awarded for these projects through the RFP will be determined at the July 2009 Board meeting.

25% matching funds are required for all projects.

When can proposers start counting time for matching funds? Once a contract has been signed. Could the time spent preparing the proposal be considered matching funds? Matching funds will only be considered after the award of the project; so the time spent preparing the proposal would not count. For in-kind matching funds use the person's standard fully burdened rate. Use the federal rate (\$19.50/hour) when figuring volunteers for matching funds. For example, if a project was going to cost \$100,000 in hard costs, \$25,000 in staff/volunteer time could be the required match.

Are there any rules regarding the distribution of funds in a project? Could the project be 100% salary? - Yes

Questions were raised on the 10 page submittal limit. The 10 pages limit does not include the equal opportunity information. This information goes to the Procurement Department not to Environmental Services. Cost proposals and resumes are included in the 10 page limit. The proposal should be prepared using a font in the range of 10 to 12.

Do you need to choose one category for your proposal? No, proposals can cover multiple categories. If projects overlap but are mostly one category or the other, they will be rated in that category. For example, if a project has both research and education components, but research is the main focus, it will be rated as a research proposal instead of education. If a project addresses more than one category, it will be rated higher.

Is there any weighting of one category over the others? No all categories are considered important projects for the District to consider. See the website for project selection process. Are any categories considered "Hot" categories? No, all are important to the Port.

Insurance that is required by the agreement is considered overhead to the project. The insurance requirements set forth in the agreement are maximum amounts and the amounts could be adjusted based on the perceived risk of the project.

Is there a required time span for the projects? Most projects are 1-2 years; but longer projects are acceptable. It just depends on the value of the project.

On an education project can the grant funds be used for texts? Yes

Size of project awards in the past have been a minimum project is \$10,000, maximum is \$2.3 million. The majority of the projects that have been awarded are under \$100,000.

Are the reviewers' comments available from last year's projects? – No, it was a numerical matrix.

How are funds dispersed? Progress reports are required quarterly. Invoices will be submitted with the progress report. Invoices are paid within 30 days of being approved.

What is required for invoices? Description of the work completed, hours/rates, backup receipts for reimbursables. Hourly rates are to be fully burdened rates, as described in Attachment B to the agreement.

If it will create a burden for the company to submit invoices quarterly, please state that in the submission and request monthly invoicing.

Projects will start when the agreements are documented by the Port - Probably August to October, depending on how long the organization takes to sign the agreement. The agreements aren't retroactive to when the project was awarded. Work will start when a documented agreement is returned to you.

Budgets should be rounded to whole dollars.

What would happen if a project was awarded and money spent and the project was not completed? The project agreement would be cancelled and outstanding expenses paid.

Please make sure you include all of the information requested in the Submission of Proposals section, items 1 – 12. CD ROMS are requested because all of the proposals will be posted on the Port's website.

Is the Port requesting stimulus money? Yes, we anticipate submitting for a restoration project in South San Diego Bay.

In the selection process flow chart, public input is mentioned. This would be at the BPC meeting that the project is being considered for funding. You will be notified prior to the Board meeting if your project is selected.

What does "beyond compliance and mitigation" mean? The project isn't required by any regulatory agency.

There are 50 projects that have been funded. We don't know if these organizations will submit projects in response to this RFP. The funding is already set for these projects and they will not be competing for funding in this round of proposals. Less than five projects have been refunded.

Are their project area limits? The watershed map is on the website. BPC approval is required for projects off tidelands. Port jurisdiction is within San Diego Bay area and only the shoreline in Imperial Beach. If it is a countywide project is there a residential requirement? No but it is easier to tie the project in if it is within the watershed. All projects have to show a benefit to San Diego Bay.

If you have any additional questions, please contact Eileen Maher at 619-686-6254. Questions and answers will be posted on the website.