

REQUEST FOR QUALIFICATIONS

Groundwater Recharge Consulting Services

RFQ Issue Date: June 17, 2022

SOQ Submission Deadline: **July 18, 2022 3:00 PM**

Issued by:

Glenn Groundwater Authority

Mailing Address for RFP:

225 North Tehama Street

Willows, CA 95988

Request for Qualifications for Groundwater Recharge Consulting Services

1. Introduction

The Glenn Groundwater Authority (GGA) is seeking a qualified firm/professional to plan, analyze, design, and implement groundwater recharge projects.

The GGA intends to award one or more contracts to a firm/professional that meet our qualification criteria and has successfully performed services on similar projects in the past. The successful firm/professional will be required to enter into a contract with the GGA for services requested in this RFQ. Please provide a copy of your firm's standard contract.

Statement of Qualifications (SOQs) must be received by **July 18, 2022 at 3:00 PM** to be considered for this opportunity.

All Proposed Respondents Should Note that it is their responsibility to:

- Read carefully all of the contents of this entire RFQ.
- Ask for clarification in writing before submission due dates.
- Address all requirements and follow all procedures of this RFQ.
- Immediately inform the RFQ Contact Person of any problems with this RFQ solicitation.
- Submit all responses by the required dates and times.

2. Background and Project Description

The GGA is one of two Groundwater Sustainability Agencies (GSAs) in the Colusa Subbasin, of the Sacramento Valley Groundwater Basin, covering the portion of the subbasin within Glenn County. The GSAs coordinated on a single Groundwater Sustainability Plan (GSP) that was submitted to the Department of Water Resources in January 2022. The first Annual Report was submitted in April 2022. These important documents outline historical and current conditions within the subbasin and outline steps to achieve and maintain sustainability within the implementation timeframe.

One critical component of the GSP is developing and implementing groundwater recharge projects. This RFQ is seeking a consultant to provide the planning, analyzing, designing, and implementing of selected groundwater recharge projects.

3. Description of Services Required

The GGA is interested in exploring, designing, and implementing a phased recharge plan. It is expected that the scope of services will consider previous studies and efforts when appropriate to determine the most efficient and effective path forward. Services may include applying for water rights, coordinating with appropriate Federal, State, and local agencies, cost-benefit analysis, determining the appropriate mix of projects considering the range of available options, identification and design of project sites, design of infrastructure if needed, and outreach.

During this time period, there would be substantial work completing these questions:

- How can recharge activities be implemented that address "low hanging fruit" first?

- What is the best approach in terms of on-farm recharge versus dedicated recharge basins?
- How might the GSA coordinate with local landowners, water suppliers (example: irrigation/water districts), and neighboring GSAs or basins to create the largest benefit?
- How can recharge projects be funded? These conversations would be in conjunction with work that will be conducted by a rate consultant.

4. Desired Qualifications

The successful firm/team must demonstrate experience in the following areas specifically relating to groundwater recharge:

- Project planning and implementation
- Familiarity with laws and regulations
- Familiarity with CEQA/NEPA
- Water quality components
- Funding aspects
- Identifying benefits
- Public outreach and coordination

5. Format for Statement of Qualifications (SOQ)

Responses to the RFQ must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these instructions, or inclusions of conditions, limitations, or misrepresentations in a response may be cause for rejection of the submittal. **Incomplete SOQs will not be considered.** SOQs must be submitted on 8-1/2" X 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible, but shall not be smaller than 11 point. Submissions must be received no later than **July 18, 2022, 3:00 PM.**

Mandatory Content and Sequence of Submittal:

- a) Cover Letter shall be a maximum two (2) page Cover Letter and introduction, and shall include the name and address of the respondent submitting the SOQ, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number and a list of subcontractors, if any.
- b) Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.
- c) Summary of Firm Capabilities and Experience shall be a maximum of seven (7) pages in length (excluding resumes) and shall describe the respondent's experience in planning and implementing groundwater recharge projects and a description of the Respondent's resources for successfully developing and completing this project.
 - i. Background and Experience. In this section, describe your firm's background, its organizational structure, identify decision-making roles, and why this is advantageous to the project. Describe the roles and background of the team leader and key team

members. Please provide a narrative history of the firm and its experience in providing services similar to the scope of this RFQ.

Experience and focus in the public sector is of vital importance. Describe related past projects (please limit to 3 projects) completed along with a discussion comparing similarities with this proposed project.

This section shall also contain a list of references for each sample project wherein similar services were performed. At a minimum, the following information must be included for each client reference:

- Client name, address, direct project manager name, telephone number, fax number and email address.
 - Detailed description of services provided similar to the services outlined in the description of services required.
- ii. Key Personnel. Provide resumes describing the background and statement of qualifications for key personnel your firm would use on this project, including any subcontractors that are considered as key personnel on this project.
 - iii. Statement of Qualifications for any subcontractors. If subcontractors/subconsultants are to be used, the prospective contractor must include in the proposal a description of the work to be done by each subcontractor/subconsultant. All subcontracts must be approved by the GGA and no work shall be subcontracted without prior written approval. It is expected that the discussion of subconsultants will also include experience and references to similar types of work.
 - iv. Scheduling. Delineate the project scheduling process your firm uses. Use some or all of the projects in the *Summary of Firm Capabilities and Experience* section, as well as other projects (if necessary), as specific examples, which demonstrate your ability to deliver your work on time.
- d) Scope of Services in which the proposing respondents are requested to provide a reasonable draft outline of phased tasks to complete during this project. This should include short descriptions of the types of work that would be included in each phase and task. The final scope of work will be negotiated during the final selection process. Should there be any tasks that are expected to be performed by the GGA, these should also be clearly described as GSA tasks in this section. The section shall also include a draft schedule with the timeline for completing all tasks, including adequate time for the GGA to review work products and conduct any necessary public outreach, hearings, or similar processes. Work should be phased in a logical manner.
 - e) Cost shall detail the cost portion of the SOQ. Respondent shall provide a draft estimate of the number of hours necessary to complete each task along with the billing rate for all reimbursable expenses. This billing rate should be provided for all personnel, along with their classification, and any other reimbursable expenses. The final cost will be negotiated during the final selection

process. If a contract is entered into as a result of this RFQ, the price shall become fixed for the term of the contract, unless agreed to otherwise.

f) Copy of the Firm's Standard Contract

6. Submittal Instructions

Proposals shall be submitted in the following manner:

- Submission shall contain one (1) signed, unbound original and six (6) hard copies on 8-1/2" X 11" paper (fold outs are acceptable for charts, etc.).
- One (1) electronic copy shall be provided in CD or thumb drive format or via email. The electronic copy shall be a PDF with electronic bookmarks for each section noted in *Section 5: Format for Statement of Qualifications*.
- Submittals shall be delivered in a sealed box or envelope clearly marked with the Respondent's name and the description "Glenn Groundwater Authority, Groundwater Recharge Consulting Services"
- Submittals shall be delivered to:
 - Glenn Groundwater Authority
ATTN: Lisa Hunter
225 North Tehama Street
Willows, CA 95988
- **Late or incomplete submittals will not be considered.**

7. Selection Process

A selection committee, including representatives from the GGA, will review the SOQs based on the criteria presented below:

- a) Capabilities, Experience, and References
This section considers the Respondent's resources and experience and expertise of key personnel for successfully completing this project. Explanations of criteria included in *Section 4: Desired Qualifications* will be evaluated. This section also includes evaluation of the Respondent's reputation for being reliable in performing tasks to the satisfaction of its clients and delivering on schedule and on budget.
- b) Scope of Services
Description of how the respondent proposes to complete the project including deliverables to plan, analyze, design, and implement groundwater recharge projects. This includes having a complete understanding groundwater recharge laws and regulations, water availability, local dynamics of land and water use and preferences, and familiarity with current and ongoing related work within the subbasin and in the region. The proposed tasks should be outlined in a logical sequence and identify reasonable project phases.
- c) Cost
The overall project cost in tabular form by task/subtask.

d) Schedule

The overall schedule to complete the proposed work by task/subtask.

Criteria	Points
Capabilities, Experience, and References	45
Scope of Services	35
Cost and Schedule	20
Total:	100

Selection may consist of two levels of review. Level I will consist of evaluating the SOQs for the purpose of establishing the most qualified respondents. Level II will be used to select the finalist. This level may include a request for a presentation/demonstration from the finalist(s), proposal fact finding, and negotiation of scope of work, budget, and contract terms and conditions at no cost to the GGA.

The GGA may discuss proposals and negotiate modifications to the proposal, draft scope of work, terms and conditions, and pricing with the prospective firm as part of the selection process. The GGA reserves the right to select more than one (1) contractor or not select a contractor under this solicitation. The GGA additionally reserves the right to reject incomplete or late proposals.

8. Timing and Schedule

The following timing and schedule are estimated and subject to change.

Event	Anticipated Date/Time (Subject to Change)
Solicitation Publication	June 17-July 18, 2022
Final Date to Submit Questions and Request Clarification	July 1, 2022, 3:00 PM
Questions Answered via Addendum(s)	July 6, 2022, 3:00 PM
RFP Submittals Due	July 18, 2022, 3:00 PM
Preliminary Evaluation Completed	July 25, 2022
Presentation/Demonstration (if desired)	July 28-August 3, 2022
Evaluation Complete/Recommendations to GGA Board	August/September 2022
Award of Contract	September/October 2022

9. General Information

Any and all communication regarding this solicitation shall be in writing and directed to:

Glenn Groundwater Authority
Lisa Hunter
Program Manager
225 North Tehama Street
Willows, CA 95988
LHunter@countyofglenn.net

This person will serve as the GGA contact for this solicitation and will develop an addendum to the solicitation to provide clarifications if necessary. **DO NOT** contact other GSA staff, Technical Advisory

Committee members, Board members, or Selection Committee members regarding this project or selection procedures. Failure to adhere to these instructions may result in disqualification.

Questions and requests for clarification may only be submitted by e-mail or U.S. Mail. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than **July 1, 2022 at 3:00 PM**. The GGA reserves the right to decline a response to any question on a case-by-case basis. The GGA will provide answers and clarifications by posting an addendum(s) on their websites by **July 6, 2022 by 3:00 PM** so all potential Respondents receive consistent information. It is the responsibility of all interested firms to access the website for this information. **Questions received after July 1, 2022 at 3:00 PM will not be answered.**

10. Disclosure of Information

All information and materials submitted to the GGA in response to this RFQ may be reproduced by the GGA for the purpose of providing copies to authorized GSA staff and selection committee members involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Bid awards are a matter of public record. Once a Contract is executed, proposals submitted in response to this RFP are subject to public disclosure as required by law. Your submission of a proposal is considered your consent to the GSAs' disclosure of the proposal. The GSAs shall not be liable for disclosure of any information or records related to this procurement.