

**REQUEST FOR PROPOSALS FOR  
A Hydrogeologic Conceptual Model and Water Budget  
for the Colusa Subbasin**

RFP Issued: October 18, 2017

RFP Submission Deadline: **December 1, 2017, 3:00 p.m.**

**Issued by:**

**Colusa Groundwater Authority and  
Glenn Groundwater Authority**

**Mailing Address for RFP**

100 Sunrise Blvd., Suite A  
Colusa, CA 95932

## Request for Proposals

### **1. Notice**

To eliminate conflicts of interest, or the potential for conflicts, the successful contractor for this Request for Proposals (RFP), or any affiliated companies, as determined at the sole discretion of the Colusa Groundwater Authority and/or the Glenn Groundwater Authority, shall not, during this solicitation, or any optional extensions thereof, contract with the Colusa Groundwater Authority or Glenn Groundwater Authority for any public facilities related projects directly or indirectly resulting from the advice or recommendations provided as part of this RFP.

Contractors are reminded that it is their responsibility to:

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

### **2. Introduction**

By July 1, 2017, the Colusa Groundwater Authority (CGA) and Glenn Groundwater Authority (GGA) were formed to meet the Sustainable Groundwater Management Act (SGMA) requirements to establish local agencies to manage groundwater and keep it in a sustainable state throughout California. The CGA and GGA are partnering to manage the Colusa Subbasin and develop a unified Groundwater Sustainability Plan (GSP). Both the CGA and GGA are Joint Powers Authorities with board members who represent a variety of interests including Water/Reclamation/Irrigation Districts, the respective counties, Private Pumpers not located within Districts, Cities and Mutual Water Companies who are concerned about groundwater and who are willing to contribute to groundwater sustainability and maintaining groundwater availability for beneficial use in the region.

### **3. Background**

Prior to inception of the GSA's, the individual counties had each contracted with Davids Engineering, Inc., using the Stressed Basins funding grant to complete tasks associated with the development of a GSP and will ultimately be incorporated into a GSP. Each county area (County and partnering agencies) also individually contracted with Davids Engineering, Inc. to develop a SGMA Work Plan and risk assessment to be used to guide the development of a GSP. Some of those tasks overlap and are nearly identical for each GSA, and certain tasks were not overlapping in nature. This RFP will seek to create continuity and level the required information for GSP development between the GSA's while also forwarding the development of a joint GSP for the Colusa Subbasin.

### **4. Project Description**

This RFP is designed to develop a Hydrogeologic Conceptual Model (HCM) that will define the subbasin boundaries and to develop a Water Budget that meets SGMA requirements, both to be included in the Final Colusa Subbasin GSP. The Water Budget will be a key component to

delineate Management Areas in the future and inform other portions of the Final GSP. It is anticipated this is the first of a multi-phase approach in the preparation of a Final Colusa Subbasin GSP that is suitable for submittal to the State as mandated by the SGMA legislation. The specific tasks are broken down as follows:

## **5. Scope of Work**

The following tasks are required in the Proposals.

### **5.1 Hydrogeologic Conceptual Model**

This task requires the consultant to create a HCM that will comply with CCR Section 354.14 and meet the State Department of Water Resources (DWR) Standards required for inclusion into the Colusa Subbasin GSP.

### **5.2 Water Budget**

The consultant shall create a water budget for the GSA that will satisfy DWR Standards and requirements for inclusion in the final Colusa Subbasin GSP. It shall meet the requirements of CCR 354.18 including current, historical and projected water budget assessments and have a resolution of one acre or smaller.

Optional or additional tasks and deliverables that exceed the DWR requirements for GSP's may be included in the Proposals.

## **6. Desired Qualifications**

The Colusa Groundwater Authority and Glenn Groundwater Authority are requesting proposals from an engineering/environmental Firm or team of Firms with requisite experience in the following areas:

- Development of water budgets
- Water supply analysis
- Solid knowledge and understanding of SGMA legislation and GSP Regulations
- Water resource and groundwater modeling
- Agricultural water demand forecasting
- Modeling ground and surface water systems
- Interacting with public and technical advisory representatives to communicate complex and controversial scientific topics and water resource issues.

## **7. Proposal Due Date and Submission Requirements**

**7.1 Due Date.** Proposals will be due no later than **3:00 p.m., December 1, 2017**. Late proposals will not be accepted.

**7.2 An original and eleven (11) copies of the proposal, plus one digital file in pdf format, must be submitted by the deadline.** Facsimile and email submissions will not be accepted.

**7.3 Contact information.** The Colusa Groundwater Authority will be the lead agency and respondent to inquiries, however, both CGA and GGA are equal partners in this endeavor.

No questions will be accepted or answered after Tuesday, November 14, 2017. Any questions and responses will be compiled and returned to firms who have expressed interest in receiving this RFP no later than November 17, 2017.

7.4 Submission requirements. Proposals shall be submitted in a sealed envelope, plainly marked “REQUEST FOR PROPOSAL – HCM/WATER BUDGET” and delivered to:

Colusa Groundwater Authority  
 100 Sunrise Blvd., Suite A  
 Colusa, CA 95932

**8. Evaluation of Proposals**

The Proposals will be evaluated and scored in the following categories: Cost, Experience, Technical Method, Deliverables, and Schedule. They are defined as follows:

8.1 Cost – the overall proposal cost in tabular format by task/subtask and by GSA proportion of work effort required. (ie. break out costs per Colusa County and Glenn County portions of the subbasin)

8.2 Experience – resumes, and an explanation of experience and familiarity with the Colusa Subbasin and its stakeholders must be provided by all staff who will be working on the project, and/or reviewing project deliverables.

8.3 Deliverables – description of the deliverable items the Consultant will provide including their content, how they will meet the SGMA requirements and how they can be incorporated into other GSP components, including possible models. Optional or additional tasks/deliverables that are included in the Proposals will be evaluated in this section and may include things such as land surface systems and/or river and stream surface systems explicitly being broken out.

8.4 Technical Method – description of how the Consultant will produce the HCM and Water Budget including the components they will use, the level of detail they will incorporate into the production, and methodology or alternative approaches they will use.

8.5 Schedule – the overall schedule to complete the proposed work.

The relative breakdown of the scoring for the sections is:

<b>Task</b>	<b>Weight</b>
Cost	15
Experience	25
Deliverables	30
Technical Method	25
Schedule	5

9. **Proposal Content**

9.1 Cover Letter - Section 1 shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the Firm's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 60 days after receipt.

9.2 Table of Contents - Section 2 shall be a detailed Table of Contents and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

9.3 Contractor Capabilities and Experience - Section 3 shall be a maximum of twelve pages (not including resumes) entitled “Contractor Capabilities”, and shall include a description of the proposing Firm’s resources, experience, and capabilities as listed below for successfully developing and completing this project as well as resumes of the staff to be assigned to the project.

Submit in the order identified below:

a. 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 design team leader and key team members. Describe the Firm's demonstrated experience in developing and executing specific tasks associated with the development of the HCM and Water Budget for the Colusa Subbasin.

b. 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.

c. 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 CGA and GGA and no work shall be subcontracted without prior written approval of the CGA and GGA.

d. Firm’s Experience Summary. Briefly describe a maximum of three related past projects completed along with a discussion comparing similarities with this proposed project including key staff members that worked on the project including project directors and managers. This shall also contain professional references, including names and telephone numbers for each sample project.

It is expected that the discussion of subconsultants will also include experience and references to similar types of work.

9.4. Work Plan - Section 4 shall be a maximum of ten pages entitled “Work Plan” that describe the processes and technical methods that the consultant and its subconsultants will use to prepare and complete all tasks/subtasks identified in their proposal. The description of how the tasks will be achieved shall be presented in a logical, innovative manner such that it is clearly understood how the plan can efficiently deliver goals of the project. It shall also contain a comprehensive list of deliverables and how they will meet the DWR requirements for the HCM and Water Budget inclusion in the Final GSP.

9.5. Cost and Schedule - Section 5 shall be a maximum of four pages entitled “Cost and Schedule”, and will contain a schedule that is referenced directly to the work plan along with a detailed cost breakdown that delineates what cost is apportioned to each GSA for each task/subtask in the proposal.

### **10. Exhibits and Information**

Colusa County and Glenn County each have a consultant working on portions of GSP tasks under the Stressed Basins grant. The statement of work, deliverable lists and anticipated timelines for completion of those contracts are available from the respective counties.

Additional resources are available from the individual counties and the DWR through normal request methods.

### **11. General Information**

Any questions related to this RFP are to be directed to the CGA contact person, Mary Fahey at [mfahey@countyofcolusa.com](mailto:mfahey@countyofcolusa.com) or by phone at (530) 458-0719. Do not contact other CGA, GGA, or Selection Committee members regarding this project or the selection procedures. Failure to follow these instructions may result in disqualification of the proposal.

11.1. All questions and responses related to the RFP will be distributed via email to all firms that have requested a copy of the RFP. No questions will be accepted or answered after Tuesday, November 14, 2017. Questions and responses will be compiled and returned to the Firm no later than November 17, 2017. The CGA and GGA reserve the right to decline a response to any question.

11.2. Any and all costs including travel, if required, associated with the development and delivery of the RFP to the CGA is the full responsibility of the Firm with no reimbursement due by the CGA, GGA or their members.

11.3. All work performed for the CGA and/or GGA, including all documents associated with the project, shall become the exclusive property of the respective authorities.

11.4. All information and materials submitted to the CGA in response to this RFP may be reproduced by the CGA, GGA or their members for the purpose of providing copies to authorized personnel 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 awarded. Contract 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 CGA and GGA’s disclosure of the Proposal. The

CGA and GGA shall not be liable for disclosure of information or records related to this Solicitation.

11.5. The Firm agrees to file tax returns and pay all applicable taxes including possessory use taxes that may be levied as a result of use as managed by the selected Firm.

11.6. The Firm shall indemnify and hold harmless the CGA, GGA and their members officers, volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopyrighted composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this solicitation and any potential subsequent purchase order or contract.

11.7. The opening of proposals in response to this RFP is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.

11.8. The successful Firm must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.

## 12. **CGA & GGA Reserved Rights**

12.1. Issuance of this RFP in no way constitutes a commitment by the CGA or GGA to award a contract. If the CGA and GGA determine it is in the best interest to do so, no Firm may be selected and no contract may be executed.

12.2. Upon acceptable pricing negotiations and contract award, the Firm shall be required to execute a contract with the Colusa Groundwater Authority and/or the Glenn Groundwater Authority. The CGA and/or GGA may modify the contractual requirements of the contract prior to execution of a contract for services. . Such agreement shall incorporate the specifications of the RFP. The successful proposer must also meet the insurance requirements and maintain required coverage limits.

12.3. The CGA and GGA reserve the right to request additional information from Firms that have submitted proposals in response to this RFP and to enter into negotiations with more than one Firm, or to award a purchase order or contract to the Firm with the most favorable quotation without conducting negotiations. Therefore, the most favorable billing rate for key positions should be included in the original response to this RFP.

12.4. The CGA and GGA reserve the right to reject any or all Proposals received if the CGA and GGA determine that it is in the CGA/GGA's best interest to do so. Further, the CGA and GGA may cancel or amend this RFP at any time and may submit similar solicitations in the future.

12.5. The CGA and GGA may reject any Proposal that does not meet all of the mandatory requirements of this RFP, is conditional or is incomplete.

12.6. The CGA and GGA may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.

12.8. The CGA and GGA may award more than one contract if it is in the best interest of the CGA and GGA.

### **13. Proposal Withdrawal, Errors and Protests**

The withdrawal of any Proposal must be made in writing prior to the required submission date and time, and must be signed by an authorized representative of the Firm. An error in the Proposal Submission may cause the rejection of that Proposal. However, the Firm may submit a new or modified Proposal prior to the Proposal submission date and time. Firms that submitted a Proposal but were unsuccessful in the attempt to obtain a contract may request, in writing, a debriefing from the CGA/GGA contact listed above. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to the Colusa Groundwater Authority, 100 Sunrise Blvd., Suite A, Colusa, CA 95932. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal and must contain a statement of the reason(s) for the protest citing the law, rule, regulation or procedure on which the protest is based. Potential Firm capabilities, proposal characteristics and / or pricing features that were not included in the Firm's Proposal shall not be introduced during the protest process. To be considered, the protest must be submitted within seven (7) working days following the debriefing.

### **15. Timing and Schedule**

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

November 14, 2017 – Final day for submittal of questions regarding the RFP that will be responded to.

November 17, 2017 – Responses to questions will be provided no later than this day.

***December 1, 2017 - All responses to this RFP must be submitted on or before 3:00 p.m.***

December 4-12, 2017 – Selection committee will conduct the Level I review that will consist of evaluating the proposals for the purpose of establishing the most qualified contractors. The Selection committee may decide on a recommendation for awarding the contract upon completion of the Level I review.

December 13-20, 2017 – If needed, the Selection Committee will conduct the Level II review. The Level II review will be conducted to select the finalist from a small pool of candidates. This level may include a request for a presentation from the finalists, proposal fact finding and negotiation of contract terms and conditions.

January 2018 – The Selection Committee prepares a recommendation to the CGA and GGA Boards of Directors.

No later than January 31, 2018 – Contract award date.