

# COUNTY OF SISKIYOU NATURAL RESOURCES DEPARTMENT

## REQUEST FOR PROPOSALS

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**Professional Services to Develop Groundwater Budgets and Models to Meet SGMA Requirements and Develop Groundwater Sustainability Plans for the Shasta, Scott and Butte Valley Groundwater Basins**

**RFP Issued: June 12, 2018  
Proposals Due: July 06, 2018**



**Issued by:**  
Siskiyou County Natural Resources Department  
1312 Fairlane Rd.  
Yreka, CA 96097  
Contact: Elizabeth Nielsen, Project Coordinator [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us) (530) 842-8012

## **PREFACE**

This Request for Proposal (RFP) by the Siskiyou County Flood Control and Water Conservation District (District) is seeking a qualified consultant(s) to develop groundwater budgets and models for up to three groundwater basins to aid in the development of Groundwater Sustainability Plans and to comply with the Sustainable Groundwater Management Act. It is the intent of the District to engage a single consultant or multiple consultants whom will provide professional services as described within this RFP.

The District reserves the right, at its sole discretion, to terminate the RFP process or negotiations with a selected consultant(s) and begin a new RFP process or defer the project. Nothing in this RFP, or in the process, shall be construed as having obligated the District to pay for any expenses incurred by respondents to this RFP or the selected consultant(s) prior to the District's approval and execution of a consultant services agreement/contract.

Without limiting the scope of any subsequently created contractual duty to indemnify and defend the District, please be advised that the selected consultant(s) shall hold harmless, defend and indemnify the District, its agents, officers and employees from and against any and all liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property arising out of the willful misconduct, or the negligent acts or omissions, of the Consultants or its agents, officers and employees. This indemnification specifically includes any claims that may be made against the District by any taxing authority asserting that the employer-employee relationship exists by reason of the consultant agreement, any claims made against the District alleging civil rights violations by the Consultant(s) under Government Code Section 12900 et seq. (California Fair Employment and Housing Act). The indemnification obligation shall continue beyond the term of the consultant(s) agreement(s) as to any willful misconduct, errors, omissions, or negligent acts occurring under the executed agreement or any extension of said agreement.

## **INTRODUCTION**

The Siskiyou County Flood Control and Water Conservation District (District) is seeking technical proposals from highly qualified entities to develop groundwater budgets and models for three groundwater basins to aid in the development of Groundwater Sustainability Plans (GSP) and comply with the Sustainable Groundwater Management Act. In July of 2017, the District was authorized as the Groundwater Sustainability Agency for the Shasta, Scott and Butte Valley Groundwater Basins by the California Department of Water Resources. As part of the next steps in complying with SGMA, the District is making publically available this RFP and is seeking proposals based on three projects; (1) Scott Valley Groundwater Basin, (2) Shasta Valley Groundwater Basin, and (3) Butte Valley Groundwater Basin. Proposals submitted may propose services for a single project or up to all three projects described in this RFP, however, if a proposal includes two or more of the projects, the proposal must be broken out by project. Each project is unique and submitted proposals should reflect the unique nature of each project.

The District has received a grant award, and associated cost-share waiver, from the California Department of Water Resources (DWR) for development of Groundwater Sustainability Plans for the three projects. Portions of this grant award will be expended towards the activities outlined in this RFP, and will be broken out by project type. Responders to this RFP should refer to **Attachment A** which includes the grant application work plan (scope of work); and **Attachment B** which includes the final award notification from DWR and a draft grant agreement.

The District is not seeking a bid/quotation for the lowest price, but rather proposals that demonstrate the best technical value within appropriative funding caps detailed within this document. As such, the lowest price proposed may not result in an award recommendation. The proposal requirements and evaluation criteria within this RFP should be considered as standards, which will measure how well an entity's proposal meets the Districts desired outcomes, which will be considered in evaluation for award. The District and/or Siskiyou County staff will thoroughly review all proposals received, and a contract will be negotiated with a qualified entity submitting the best proposal.

The nature of this work is being performed for a public entity; therefore, respondents to this solicitation should understand that their proposal may become public record at any time following delivery to the District. In addition to proposal responses, the successful proposer(s) should understand that contracts and deliverables of the project will at some point become publicly discoverable.

## **GENERAL INFORMATION**

Proposals must be submitted by way of mail or hand delivery and additionally through electronic means, as is further described below.

- **HAND DELIVERY:** Proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96067 on or before **Wednesday, July 06, 2018 at 5:00 p.m.** PDT (ATTN: Elizabeth Nielsen, Project Coordinator).
- **MAILING:** Proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, California 96067 and postmarked by **Wednesday, July 06, 2018 at 5:00 p.m. PDT.**
- **ELECTRONIC COPY SUBMITTAL (REQUIRED):** In addition, proposers must submit an electronic copy of the proposal either through email, disc, or thumb drive. Electronic copies sent by shall be sent to Elizabeth Nielsen, Project Coordinator, at [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us) and must be **received by Wednesday, July 06, 2018 at 5:00 p.m. PDT.**

Responding parties will provide three (3) bound hard copies by hand delivery or mail and one electronic copy, either on a compact disc or thumb drive or by emailing, [enielsen@co.siskiyou.ca.us](mailto:enielsen@co.siskiyou.ca.us).

Respondents to this solicitation are asked to direct all inquiries related to the project(s) to Mrs. Nielsen at the email above or at 530-842-8012.

The District will provide the following to assist the selected entity(s):

- Designate a person to act as the District's point of contact with respect to the work performed under the task order services contract(s)
- Information, as legally allowed and reasonably attainable, in possession of the District, that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations and individuals to obtain necessary available data and/or permission to obtain new data. Data acquisition will inherently be the responsibility of the selected firm.
- Advice on the project scope of work.
- Review and validation of project deliverables.

During the course of the project(s), the selected entity(s) will provide The District with information and materials necessary to report progress of projects to DWR on a quarterly basis and will coordinate the timely submittal of those materials to the District. Conclusion of a contract will be contingent upon delivery of acceptable draft and final project(s) reports and electronic groundwater budget and model files and documentation to The District (Attachment is a District template services contract).

All matters pertaining to the grant contract will first be addressed to The District and the point of contact will facilitate necessary communications with DWR.

***Proposers should thoroughly review the County’s Draft Grant Agreement at Attachment B of this RFP, more specifically its opening provisions and its Exhibit D: Standard Conditions. This Draft Grant Agreement is the mechanism that funds the project work and consultants are urged to review and consider the requirements therein that they will need comply with as part of a future contract and subsequent work with the District.***

A proposal, which is in any way incomplete, irregular or conditional, at the District’s discretion, will be rejected.

By submitting a proposal, proponents agree that any significant inaccuracy in information given by the consultant to the District will constitute good and sufficient cause for rejection of the proposal.

The consultant is expected to establish and maintain a close relationship with the District and its staff.

All costs associated with preparation of the response to this Request for Proposals shall be borne by the Consultant.

All proposals submitted in response to this request become the property of the District and public record, and as such may be subject to public review.

The District reserves the right to request additional information or clarification. The District reserves the right to negotiate a final agreement and price with the successful bidder(s) providing the best overall value to the District and its local partners.

## **PROJECT DESCRIPTION**

The grant awarded to the District by the DWR is intended to develop GSP’s for the Scott, Shasta and Butte Valley Groundwater Basins in efforts to meet the requirements of SGMA. To meet the requirements of SGMA by developing a GSP, the District submitted a grant application (Work Plan attached, Attachment A) requesting funding to develop the GSP’s, and specifically outlined tasks for groundwater budget and model development.

There are three projects associated with this RFP, (1) Scott Valley, (2) Shasta Valley, and (3) Butte Valley. Proposals that address more than one of these projects must break the proposal out into each project type. Below is a brief description of each project type:

*Project 1 – Scott Valley:* Develop and document a conceptual model of the groundwater basin, to develop an enhanced version and documentation of the Scott Valley Integrated Hydrologic Model (Attachment D), and to develop and document the Scott Valley water budget and its various components (groundwater, surface water, soil-landscape budgets) for average, wet, and dry years. Develop future modeling scenarios from which future water budgets will be prepared and with which an assessment will be implemented of the ability to maintain measurable objectives and of

the risk that minimum thresholds will be exceeded. Future modeling scenarios will be developed by the District in collaboration with stakeholder groups. They may include:

- Climate change scenarios provided by DWR
- Any groundwater replenishment, augmentation, or other projects under consideration.

*Project 2 – Shasta Valley:* Develop and document a conceptual model of the basin, including recharge areas. Existing information from previous studies will be reviewed to develop the hydrogeological conceptual model, and data collected as part of other activities outlined in Attachment A will assist in developing current and historical groundwater and streamflow conditions (including quality, land subsidence) to be utilized in the water model and water budget.

The integrated hydrologic model will be used to assess impacts and benefits of each potential land and water management activity under various future climate conditions. Other work will include developing modeling scenarios from which future water budgets will be prepared to determine the ability to maintain measurable objectives, and what the risks are of exceeding minimum thresholds. Future modeling scenarios will be developed by the District in collaboration with stakeholder groups. They may include:

- scenarios provided by DWR
- Any groundwater replenishment, augmentation, or other projects under consideration.

A map outlining the current Bulletin 118 jurisdiction of the Shasta Valley Groundwater Basin is attached (Attachment E), and is available through the Siskiyou County Natural Resources webpage. The District is currently considering submitting an application to DWR requesting modification of the basin boundary, and a draft map is included in Attachment F. Although not required, proposers may include in their proposal those areas outlined in Attachment F which are not currently included in the Bulletin 118 boundary. In the event that the basin boundary is amended, the District would work to include these new areas into any future contract.

*Project 3 – Butte Valley:* A water budget will be developed that will serve to define the spatiotemporal distribution of groundwater pumping, surface water diversions, groundwater recharge, and evapotranspiration throughout the basin. Use budget scenarios to assess different scenarios and determine what the potential risks are of exceeding minimum thresholds. These scenarios may include:

- Any provided by DWR
- Any groundwater replenishment, augmentation, or other projects under consideration.

A map outlining the current Bulletin 118 jurisdiction of the Butte Valley Groundwater Basin is attached (Attachment E), and is available through the Siskiyou County Natural Resources webpage.

## **SCOPE OF WORK**

A scope of work is provided through Attachment A and is labeled as the “Work Plan”, and specifically Tasks 3, and Task 6 (Scenario Development) of each project (Scott Valley, Shasta Valley and Butte Valley). Respondents should incorporate the Work Plan into their proposal and be attentive to its purpose, goals, objectives and task descriptions. Respondents should also review the other tasks outlined in Attachment A to get a solid understanding of goals set forth in developing GSP’s, and it is recommended that proposers outline how their proposals can address those other tasks, and/or how they can assist the District in completing those tasks. If the proposal does not include the work required under Tasks 3 and 6 of the Projects, the proposer must clearly identify those elements in their proposal as exclusions.

## **SCHEDULE OF WORK**

Issue RFP -**June 13, 2018**

Proposals Due - **July 06, 2018**

Review of Proposals - **July 06, 2018 – July 20<sup>th</sup> 2018**

Present Recommended Consultant(s) to District – **August 07, 2018**

Notification to consultant (s) – **August 08, 2018**

Executed Agreement – **September 4<sup>th</sup> 2018 (or before)**

Water Model, Water Budget, and Scenario Development – **October 2018 – April 2021**

Groundwater Sustainability Plans submitted to DWR – **December 2021**

## **RESPONSE**

Formatting the proposal is at the discretion of the proposer. Successful proposals will be well organized adhering to primary tasks of the grant contract, will be sufficiently detailed and concise. All proposals should include a cover letter with a signature from an authorized representative of the proposing entity acknowledging understanding of terms and conditions of the RFP and certifying accuracy, and commitments expressed, within the proposal. An affirmative statement shall be included in the proposal verifying that consultant has reviewed the Draft Grant Agreement between The District and DWR and will comply with all terms applicable to The District’s consultants.

The proposal, including scope, schedule, and budget, must adhere to primary tasks of the grant contract. Proposed work shall include all deliverables, including the deliverables outlined in the Work Plan, and deliverables outlined in the DWR contract which will also be the responsibility of the selected proposer. Proposed budgets shall be broken out by each project if a proposal is being submitted for more than one project, and shall detail the full model and water budget scope of work. Proposed schedules shall provide the estimated start and end date of the task and include all milestones including the completion

of deliverables. Timelines should also reference the timeline detailed above, if the proposer's timeline does not match the attached, the proposer should outline reasoning.

The proposal budget shall reference the Work Plan in Attachment A, and shall include estimates of time, material, and other expenses to complete the proposed work. The proposed budget shall also include amounts for the various phases of work. Proposed budget amounts shall be used as a not-to-exceed basis for the costs for the negotiated task order contract. The proposal shall also include a fee schedule. The fee schedules provided in the proposal will remain in effect for the duration of the Services Contract.

Proposers should clearly detail their qualifications to perform the proposed work. Accordingly, the proposal should detail:

- Experience providing computer generated groundwater modeling services and budgets.
- Demonstrated experience working on previous similar projects.
- References verifying client satisfaction with similar services rendered.

References should be from an organization that was provided services similar to those requested in this document, and should include organization name, address, contact name, phone number, email address, and brief description of products/services provided (including dates of services).

Responding firms may submit information considered by the firm to be proprietary or confidential. Such information shall be submitted sperate from the proposal, sealed in an envelope, and clearly identified as proprietary or confidential. As a part of the proposal evaluation process, The District will make a determination whether it will review any such information on a proposal-by-proposal basis.

Conflict of Interest: Consultant shall disclose to The District any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. A potential conflict of interest may include, but is not limited, work related to projects in the project area, or contracts with parties who may have a financial interest in the outcome of the project. At The District's discretion, a potential conflict of interest may be waived or factored into the final award decisions and/or a modified Scope of Work.

**EVALUATION AND SELECTION PROCESS**

The Evaluation Committee will consider only the proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. The following criteria will be used in evaluation of the consultants and their project teams.

	<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
1	Experience providing computer generated groundwater modeling and budgeting services. Demonstrated experience collecting and developing model data.	25
2	Performing comparable work for similar organizations.	20
3	Ability to meet project scope and objectives	20
4	Established ability to provide deliverables on time and on budget	20
5	Qualifications/experience of project team	10
6	Cost	5
	Total	

The District and/or staff may meet or interview with any or all of the proposers during the evaluation process. The District reserves the right to reject any and all proposals.

A contract will be negotiated with one or more qualified entity or entities submitting the proposal(s) selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful.

**ADDITIONAL INFORMATION**

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The District reserves the right to accept or reject any or all proposals received as a result of this request, to make a partial award, and/or to waive any irregularity in the proposals, to negotiate with any qualified entity or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the District to do so.

The prospective consultant is advised that should this RFP result in recommendation for award of a contract(s), the contract(s) will not be in force until it is approved by the Directors of the District and fully executed by the District.

All products used or developed in the execution of any contract resulting from this RFP will become public domain.

Compensation under any contract resulting from this RFP will be based on audited rates developed through a qualifying District. A sample of the proposed contract agreement is attached herein as Attachment C. The consultant shall adhere to the provisions of this agreement. Although the attached draft contract is subject to revision before execution to comply with the terms of The District’s final

grant agreement with DWR, with its policies, or the law, the Consultant shall be advised that the District will not negotiate any part of the standard professional services agreement.

Contractors will be required to comply with any applicable provisions within the Basic and Standard Conditions as outlined in the draft DWR contract agreement (Attachment B).

Contract award as a result of this RFP will be made without discrimination on any basis prohibited under state or federal law.

### **LIST OF ATTACHMENTS**

**Attachment A** – Work Plan

**Attachment B** – Grant Award Notification from the Department of Water Resources (DWR) and Draft Grant Agreement between The District and DWR

**Attachment C** – Template District Contract

**Attachment D** – Scott Valley Integrated Hydrologic Model

**Attachment E** – Maps of the Scott, Shasta, and Butte Valley Basins

**Attachment F** – Draft Shasta Basin Boundary Modification Map

**Attachment G** – Sustainable Groundwater Management Act