

August 1, 2017

Ladies and Gentlemen:

Madera County, on behalf of the Madera County Chowchilla Subbasin GSA, the Merced County Chowchilla Subbasin GSA, and the Chowchilla Water District GSA, (collectively GSAs), is inviting responses to its Request for Proposals **Chowchilla Subbasin-RFP-2017 GSP Development Services**, in accordance with the minimum requirements indicated herein.

Please find a map of the Chowchilla Subbasin here:

<http://www.maderacountywater.com/maps/chowchilla-subbasin/>

Proposals will be accepted until August 31, 2017 before 5:00 pm. Late proposals will not be accepted and will be returned unopened. Please send your RFP response to Julia Berry at the address listed below. **Proposal responses must be SEALED and clearly marked as follows on the outermost packaging envelope or container:**

"Chowchilla Subbasin-RFP-2017 GSP Development Services"

INCLUDE ONE SIGNED ORIGINAL, SIX (6) COPIES FOR REVIEW, AND ONE ELECTRONIC COPY IN EITHER PDF OR WORD FORMAT (CD OR FLASH).

This solicitation does not commit the GSAs to award a contract, pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services, either in whole or in part. Madera County and the GSAs reserve the right to accept or reject any or all RFP responses or portions thereof and to cancel in part or in its entirety this RFP if it is in the best interest of the GSAs to do so.

Questions regarding this RFP may be addressed in writing to Julia Berry via e-mail at Julia.Berry@co.madera.ca.gov prior to **August 22, 2017**. Questions must be in writing to be considered.

Submit responses to this Request for Proposal to:

Julia Berry
Water and Natural Resources Department
Madera County
200 W. 4th Street, Suite 3100

Request for Proposals

Chowchilla Subbasin-RFP-2017 GSP Development Services

Groundwater Sustainability Plan (GSP) Development Services

Questions about this Request for Proposals are due: AUGUST 31, 2017 before
5:00 PM

Direct Questions to:

Julia Berry

E-mail: Julia.Berry@co.madera.ca.gov

Any new information regarding clarifications on RFP requirements, including responses to questions that warrant clarification(s) of the RFP will be addressed by addenda which will be posted at www.maderacountywater.com.

RFP Proposals Due: AUGUST 31, 2017 BEFORE 5:00PM. *

* Please note: neither Madera County nor the GSAs assume any responsibility for proposals that are late due to delivery problems. The responsibility for delivering the proposal by the due date and time rests with the proposer. You may mail or personally deliver your proposal to Julia Berry, Madera County, 200 W. 4th Street, Suite 3100, Madera, CA 93637.

Late proposals will not be accepted and will be returned by Madera County unopened. Madera County assumes no responsibility for proposals that are late due to your choice of delivery. The proposal name **must** be listed on the carrier envelope. Time for receiving documents is based on Pacific Standard Time listed officially at www.time.gov.

ANTICIPATED SCHEDULE OF EVENTS

EVENT	DATE
Proposer Questions Due	8/22/2017
Answers to Proposer Questions Posted	8/25/2017
RFP Response Due Date	8/31/2017
Interview Date	9/6/2017
Anticipated Award Date	9/7/2017

Madera County reserves the right to change schedule of events without prior notice or responsibility to proposer.

1.0 GENERAL INFORMATION

1.1 Minimum Requirements

All “Scope of Services” requirements outlined herein are considered minimum requirements. Madera County reserves the right to accept or reject all proposals, or to negotiate, RFP response(s) varying in any manner from the specifications herein, in any manner necessary to serve the best interest of Madera County/GSAs. Madera County, as the administrator of this RFP, should be the contact agency regarding this RFP.

Cost for developing proposals are entirely the responsibility of the consultants. All materials submitted become the property of Madera County/GSAs and may be returned only at Madera County/GSAs option.

1.2 Background

The Chowchilla Groundwater Subbasin is covered and will be managed by three (3) exclusive groundwater sustainability agencies (GSAs):

- Madera County Chowchilla Subbasin GSA,
- Merced County Chowchilla Subbasin GSA , and
- Chowchilla Water District GSA.

To comply with the Sustainable Groundwater Management Act (SGMA), the Chowchilla Groundwater Subbasin must develop a coordinated GSP(s) by January 31, 2020.

The GSAs are seeking to contract with a qualified consultant for the purpose of developing this GSP.

1.3 Purpose

Madera County, on behalf of the GSAs, is soliciting proposals from qualified consultants for program management and technical services for work associated with development of a GSP as required by SGMA. The GSAs intend to develop and implement a single groundwater sustainability plan covering the entire Chowchilla Groundwater Subbasin Number 5-022.05 as required by [Water Code §10727 et seq.](#)

The consultant will also be tasked with assisting in the completion of an application for a grant under Proposition 1 Sustainable Groundwater Planning Grant Program for the development of the GSP. Award of this grant is critical for funding of the GSP development.

Other tasks may be contracted as needed.

1.4 Award

Upon receipt of proposal documentation, the GSAs will interview up to four (4) qualified consultants. The GSAs will select a consultant that will enter into a Professional Services Agreement with Madera County, with the intent to complete a GSP that will be approved by all three GSAs, the Department of Water Resources (DWR), and the State Water Resources Control Board (SWRCB).

Additional task orders may be issued on an as-needed basis.

1.5 Contract Term

The resulting contract will be for a minimum of two (2) years, with an option to extend.

2.0 SOLICITATION OBJECTIVE

The GSAs expect to:

- Obtain a professional consultant with a strong record and groundwater experience to ensure dependable, responsive, proven, and expert GSP development services.
- Complete the development of a GSP as required by SGMA.
- Obtain assistance in completing grants for GSP development and implementation.
- Perform outreach and coordination services with stakeholders, basin/s GSAs and other entities as required per SGMA.

3.0 SCOPE OF SERVICES

Generally, the proposer will be expected to perform the following tasks:

1. Meet with the GSAs and potentially their member agencies to obtain pertinent information and references for use in preparation of the GSP, including information pertinent to prospective management areas. Meet to provide updates during preparation of the GSP.
2. Develop a project schedule and detailed budget for completion of the GSP.
3. Prepare scopes and budgets for grant application(s) to support preparation of the GSP and possibly ancillary activities such as expansion of the groundwater monitoring network and development of a data management system.
4. Analyze the available information and develop draft sections of the GSP.
5. Analyze available modelling platforms and approaches and make recommendations regarding implementation of models to support GSP preparation, implementation and demonstration of progress toward sustainable groundwater management.

6. Develop criteria and recommendations for designation of management areas.
7. Develop water budgets for each management area.
8. Develop sustainability criteria for each of the sustainability indicators. Develop measurable objectives and threshold limits for each of the sustainability indicators for each of the recognized management areas. Present and build consensus among the GSAs and their member agencies.
9. Ensure sustainability thresholds are compatible with adjacent subbasins.
10. Hold, coordinate and present materials for stakeholder outreach and workshops. Facilitation services are expected to best meet GSP outreach and inclusion of various stakeholders including disadvantaged and underrepresented communities.
11. Attend designated GSA meetings as requested by the Chowchilla Subbasin GSAs Coordination Committee.
12. Prepare final coordinated GSP, and handle all filings and administrative procedures through final approvals by DWR and the SWRCB.

The required plan elements are detailed in Water Code §10727.2. The GSP must include these plan elements and additional requirements where appropriate.

The GSAs may enter into additional task orders with the selected consultant, or engage additional consultants. The consultant awarded a contract as a result of this RFP will coordinate with other consulting firms, as directed by Madera County.

4.0 RFP RESPONSE EVALUATION AND SELECTION PROCESS ITEMS

Please be sure to include the following components and respond to the following Questions in your RFP response package.

FORMAT: Total response is limited to no more than 35 single sided pages total, not counting a front and a back cover page used for binding, identification of solicitation, and firm (name, logo, and contact information). Each page shall have a minimum of 1" margins and use a font no smaller than 12 pt. Include an appendix consisting of your standard Professional Services Agreement (does not count against page limit) to help expedite award of contract to the selected consultant.

COVER LETTER Not to exceed two (2) pages. The cover letter should introduce the firm, briefly indicate the type of services provided.

1. Please provide a concise description of your capabilities including contact information. Please include staffing to undertake the technical and available organizational resources to publish an approved GSP by DWR and SWRCB.

2. Please provide professional background information for the proposed project manager and key personnel and a table of the proposed staffing.

3. Please describe your experience with groundwater management services and please highlight a recent specific example of such services in the Central Valley.

4. Please describe your experience in working with groundwater models including C2VSIM. What is your firm's experience and familiarity with the San Joaquin Valley hydrology and geology?

5. Please describe your approach (road map) to develop a coordinated GSP that meets SGMA requirements including, but not necessarily limited to:

- The assessment of basin conditions, groundwater quality evaluations, groundwater modeling, water budgets, planning and operation of groundwater monitoring networks, and identification and development of feasible projects to obtain sustainable groundwater conditions.
- Identify your approach to potential mitigation of stream flow depletion, land subsidence, water quality impairments, degradation of aquatic and riparian ecosystems.
- Estimate baselines and sustainable yield/s along with the development of basin thresholds and management practices for the duration of the GSP.

6. Please describe your experience with preparing and winning grants. What approach would you take to acquire a grant under Proposition 1?

7. Provide a preliminary timeline showing envisioned progress of the GSP through its various elements and the method to lead the GSAs to a common conclusion.

8. Please provide two (2) project references.

9. Please provide any other information that you feel is relevant and important, and differentiates your firm from other potential proposers.

10. Please provide a detailed project budget and fee schedule that would include staff costs, travel expenses and other costs that you may foresee as part of completing this RFP.

5.0 RFP EVALUATION AND SELECTION PROCESS

All submittals in response to this RFP will undergo a standard review to determine responsiveness. The GSAs will select a consultant that, in its sole judgment, offers the best combination of qualifications and experience to include the following:

- Consultant profile; overall capabilities, history, related and applicable experience, expertise, key personnel and all sub-consultants
- Understanding of SGMA technical and regulatory requirements and required schedules
- Approach and work plan to completing a GSP
- Ability to use groundwater models, including C2VSIM
- Understanding of central valley hydrology and geology
- Ability to prepare winning grants
- Skills and experience in public outreach and coordination
- Water resources management
- Project management, timeline and program controls
- Cost and cost control of project – cost proposal
- Knowledge of local conditions and concerns
- Schedule and task effort worksheet
- References
- Possible oral Interview/presentation

6.0 INSURANCE REQUIREMENTS / INDEMNIFICATION

Winning bidder shall provide proof of, or otherwise comply with, the following prior to commencement of work:

1. Commercial Liability insurance as follows (primary and sub-contractors):
 - a. \$1,000,000 each occurrence
 - b. \$2,000,000 aggregate
 - c. \$1,000,000 auto
 - d. Madera County as “Additional Insured”
2. Workers Compensation Insurance
 - a. 1,000,000

3. The required policy(s), noted above, shall be endorsed to provide Madera County thirty (30) calendar days prior written notice of cancellation. Additionally, the policies shall also be endorsed by the insurance company (not the agent) to modify the policies to include Madera County, its officers, agents, and employees as additional insured. Madera County is not liable for the payment of premiums or assessments on the policy.
4. Proof of Errors and Omissions Insurance
 - a. \$1,000,000 each occurrence
 - b. \$2,000,000 aggregate
5. Consultant shall indemnify, protect, defend (with legal counsel selected by Madera County), save and hold Madera County, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Consultant or Consultant's officers, employees, volunteers, and agents during performance of this Agreement, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Consultant or its employees, subcontractors, or agents, or by the quality or character of Consultant's work, or resulting from the negligence of Madera County, its officers, employees, volunteers and agents, except for loss caused by the sole negligence or willful misconduct of Madera County or its officers, employees, volunteers or agents. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Madera County of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Agreement and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.