

# Central Valley Salinity Coalition with CV-SALTS Initiative

## Request for Qualifications (RFQ) 2014-001 For Consulting Services to Provide

### Technical Services Supporting CV-SALTS

## 1 - INTRODUCTION

### Organization Background

The Central Valley Salinity Coalition (CVSC) was formed in 2008 to integrate and augment the efforts of the Central Valley Salinity Alternatives for Long Term Sustainability (CV-SALTS) Initiative. The purpose of the organization is the governance and organization of the efforts needed to plan, develop and implement the Salinity and Nitrate Management Plan (SNMP) for the Central Valley. The SNMP will identify implementation mechanisms to ensure protection of beneficial uses and provide the basis for a Basin Plan Amendment (BPA) to support application in the Central Valley.

### Project Background

CV-SALTS is a stakeholder driven effort intended to provide long term economic and environmental sustainability throughout the Central Valley while simultaneously satisfying the requirements of the State Water Resources Control Board (State Water Board) Recycled Water Policy (2009-0011). In February 2012, the CV-SALTS Executive Committee approved a 5 year Workplan and Strategy Framework for the CV-SALTS program which can be viewed at: <http://cvsalinity.org/index.php/docs/documents-and-presentations/salt-and-nutrient-management-planning/1092-cv-salts-approved-workplan-final/file.html>. This document forms the basis of work to be completed through October 2016 with critical deliverables including a draft SNMP and Basin Plan Amendment due in May 2016.

The objective of this RFQ/RFP is to update the CV-SALTS list of qualified contractors that have experience in developing and implementing technical and policy-related projects leading to successful Basin Plan amendments and solicit proposals for near term activities. Accordingly, this RFQ/RFP is an informal solicitation and is not a commitment or offer to enter into any specific agreement to conduct work. The result of the RFQ portion of the solicitation will be a qualified contractor list. Selection of contractors for specific projects where proposals are requested may be done under this solicitation or may be conducted separately using the approved qualified contractor list.

## 2 - SJVDA Contract, CVSC and CV-SALTS Coordination

The funding for CV-SALTS-related projects may come from one or more sources including the State Water Board under contract with the San Joaquin Valley Drainage Authority (SJVDA), from the CVSC or potentially other sources. Contracts are executed between the SJVDA and the Contractor for the Scope of Work (SOW) for tasks approved by the CV-SALTS Executive Committee.

The CV-SALTS Workplan and budget allocates funds for specific project tasks. Typically, funding for approved projects is included under the contract with the SJVDA but the contract may be augmented with additional funding if needed and available. Other funding for projects may be available to the Executive Committee and they may direct the award of additional funds through other contracting mechanisms as they determine. Project funding may be developed from multiple sources but will be primarily from a State Water Board Cleanup and Abatement (CAA) Contract with the SJVDA. Primary day-to-day project coordination with a selected CV-SALTS Contractor will be the responsibility of the CV-SALTS Technical Project Manager (TPM), but will include some coordination with CV-SALTS Program Manager.

### **3 - Request for Qualifications – General Information**

This is a request for a Statement of Qualifications (SOQ) from providers of professional services to accomplish the remaining work required for CV-SALTS including technical and policy-related services described in the SOW shown in Attachment A. The Contractor shall provide a response to all potential tasks described in Attachment A. Where the Contractor is comprised of more than one firm, the response to this RFQ shall clearly identify which firms and key personnel have the qualifications to complete the potential tasks.

### **4 - Request for Cost Proposal and Schedule**

This solicitation will renew qualifications from proposers of professional services and optionally receive a proposal for a specific project task which may be awarded in the near future. Firms are encouraged to submit qualifications without proposing the specific project if they wish. Proposals submitted without qualifications would not be considered responsive. The brief scope of work the specific project is shown in Attachment 1-A.

### **5 - Scope of Work**

The types of work or tasks that may be authorized under this RFQ are provided in Attachment A. Decisions regarding which tasks CV-SALTS may seek contractor support is at the discretion of CV-SALTS Executive Committee or Central Valley Salinity Coalition depending on funding source. Requests for support will be directed to the list of qualified contractors in the form of additional specific requests for proposal.

### **6 - Specific Instructions**

Responses to this RFQ must be made according to the requirements set forth in this document and the potential tasks described in Attachment A. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the submission. Any correction and resubmission by the proposer will not extend the time for evaluation of the submission. The SOQ will be reviewed by a group composed of members of CV-SALTS Technical Advisory Committee (TAC) and Executive Committees.

The respondent shall submit one electronic file and six (6) complete copies of the submission and related information to:

San Joaquin Valley Drainage Authority  
c/o Joseph C. McGahan  
Summers Engineering  
887 N. Irwin St.  
P. O. Box 1122  
Hanford, CA 93232  
[jmcgahan@summerseng.com](mailto:jmcgahan@summerseng.com)

All submissions must be received by December 19, 2014.

*Minimum Proposal Format Requirements:* The response to this RFQ shall not exceed 50, 8½ x 11 pages using a readable font (preferably Calibri 11 point). If an 11 x 17 size page is used, each 11 x 17 page counts as two pages in the total page count. This upper page limit shall include all the required information as described below (items 1 through 10).

### ***Required Information***

All submissions must include the following information (please also refer to the Evaluation Criteria provided in Section 6):

1. *Cover letter*, including contact name, telephone number, and address of the firm.
2. *Proposal Authorization Form* (see Section 9 below).
3. *Table of Contents*.
4. *Project Understanding* – Demonstrated understanding regarding CV-SALTS and its efforts to develop an SNMP for the Central Valley of California.
5. *Firm Descriptions* - For each firm included in the Contractor's SOQ, the following information shall be provided:
  - a. Description of the business (including type of firm) and background information including location, technical qualifications, and licenses.
  - b. Specific roles and responsibilities of each firm.
6. *Project Team Organization*, including the following:
  - a. Organizational chart showing proposed management structure and key personnel associated with each firm, including as appropriate the overall project manager, key senior advisors and potential task leaders.
  - b. Information about key personnel (including firm and job title/classification) and their specific qualifications for executing the potential work summarized in Attachment A.
  - c. Discussion regarding how the project team as described by the organizational chart would expect to interact with CV-SALTS committees (e.g., TAC), TPM, Program Manager and stakeholders during execution of an authorized project.
7. *Experience and Qualifications* - Detailed description of the Contractor's experience completing projects similar to those summarized in Attachment A. This section should include specific, recent examples (within past five years) of similar projects completed by the Contractor (including a project description, project timeline, total cost and current reference).
8. *Project Management Approach* – Detailed description regarding how the Contractor will execute projects authorized by CV-SALTS. If the Contractor consists of multiple firms, the approach shall

describe how the overall proposed project manager will select team members to support authorized tasks, internally manage work among team members, and manage interactions between the project team and CV-SALTS.

9. *Fee Schedule* – Detailed rate proposal that includes a schedule of hourly rates by employee billing classification, expense reimbursement schedule that includes cost of non-labor and subcontractor services (including any markup costs or any other standard charges or fees). Note that any charges or fees not included in the response to this RFQ will not be allowable costs under any CV-SALTS contracts, if awarded.
10. *Exceptions to Standard Agreement for Services* (Attachment B) to be considered in award qualifications.

## **7 - Evaluation Criteria**

The selection process will include an evaluation of criteria related to technical qualifications, project management qualifications and proposed fee schedule. Selection of qualified Contractor's may include an interview with top ranked firms.

### ***Evaluation Criteria for Technical Qualifications***

1. Overall responsiveness to RFQ, proposal organization, and clarity of presentation of qualifications.
2. Demonstrated project understanding – in particular understanding of the work completed, ongoing or anticipated by CVSALTS.
3. Demonstrated ability to act independently, perform unbiased technical evaluations, and work collaboratively with CV-SALTS peer reviewers and stakeholders.
4. Contractor's experience and qualifications in the following areas:
  - a. Ability to communicate complex technical information in more-simplified terms in presentations to CV-SALTS committees, agencies, and stakeholders.
  - b. Development of Water Quality Control Plan (Basin Plan)-related program documents that provide the basis Basin Plan Amendments for implementation of water quality management programs.
  - c. Preparation of technical analyses to support regulatory decision-making and policy discussions.
  - d. Technical proficiency and experience in surface water and groundwater modeling (including, but not necessarily limited to, WARMF, CVHM, MODFLOW, MODPATH) and use of GIS as a data analysis tool.
  - e. Ability to integrate groundwater and surface water data/analyses to evaluate flow and water quality spatially and temporally.
  - f. Regional planning including salt and nitrate management alternatives development;
  - g. Understanding of Central Valley salt/nitrate issues in particular as they relate to municipal/domestic, industrial, and agricultural water users.
  - h. Development of economic analyses, in particular analyses used to support development of a BPA.
  - i. Development of CEQA Equivalent documentation to support a BPA.
5. Overall experience and qualifications of key personnel in salinity and nitrate analyses, water resource management alternatives, and Basin Planning-related activities, including conducting economic or CEQA-related analyses.

### ***Evaluation Criteria for Project Management Qualifications***

6. Clear project management approach that demonstrates how the Contractor would execute any authorized task, especially with regards to internal coordination among firms, communication with CV-SALTS, and completion of project deliverables.
7. Demonstrated project management experience in a stakeholder environment where frequent coordination, collaboration, and reporting may be required.
8. Track record for responsiveness in a stakeholder environment, including responding to verbal and written requests for information or explanations of technical results.
9. Demonstrated ability to implement approved SOWs and document cost expenditures in an accurate and timely manner.
10. Track record for completing complex work products on schedule and on budget.

### ***Evaluation Criteria for Project Costs***

11. Clarity and completeness of the proposed fee schedule, including explanation of direct expenses and subcontractor costs.
12. Appropriateness of proposed fee structure in relation to the value and quality of services expected to be provided by key personnel.

## **8 - General Requirements**

All proposers are hereby advised that this RFQ is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. CVSC, SJVDA, and Water Boards reserve the right to negotiate with any qualified source allowed under law. CVSC, SJVDA, and Water Boards reserve the right to reject any or all submissions for any reason or for no reason at all.

CVSC, SJVDA, and Water Boards reserve the right to request further information from the proposer, either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer. CVSC, SJVDA and Water Boards reserve the sole right to judge the proposer's representations, either written or oral. The CV-SALTS Executive Committee will make the final selection decision for the award contracts.

Proposers understand and agree that submission of their proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms, conditions, and criteria contained in this RFQ.

False, incomplete, or unresponsive statements in connection with a submission may be sufficient cause for the rejection of the submission. The valuation and determination of the fulfillment of the above requirement will be CVSC, SJVDA, and Water Boards responsibility and their decision shall be final.

The CVSC, SJVDA, and Water Boards reserve the right to interpret or change any provisions of this RFQ at any time prior to the submission date. Such interpretations or changes will be in the form of addenda to this RFQ. Such addenda will become part of this RFQ and may become part of any resultant contract. Such addenda will be made available to each person or organization that is known to have received this RFQ. Should such addenda require additional information not previously requested, a firm's failure to address the requirements of such addenda might result in the submission being disqualified or ranked lower in reviews. All proposals submitted in response to this RFQ will become the exclusive property of the CVSC, SJVDA and Water Boards and will be made available to CV-SALTS stakeholders.

This project is intended to be funded from CAA funds awarded by the State Water Board. The terms and condition of those funds and the requirements of that contract will apply to the contractor. The SJVDA or other CV-SALTS entities may at their discretion fund this project from proceeds of State, Federal or other grants or agreements and Contractor’s contract may be managed by the agency providing funding with different or additional requirements which must be complied with. These issues will be resolved at the time of contracting with the selected Contractor.

CVSC, SJVDA and Water Boards shall not in any way be liable for any costs incurred in connection with the preparation of any submission provided in response to this RFQ.

The Contractor shall execute a Standard Agreement for Services with the selected agency. The SJVDA terms are shown in **Attachment B**. Submission of a proposal without any notification of exceptions is deemed acceptance of the terms and conditions in the Standard Agreement for Services.

## 9 - Schedule of Submission Events

The following table contains the expected Proposal Schedule of Events for this RFQ/RFP process. SJVDA and the CVSC retain the right to modify this schedule as needed to support unexpected circumstances.

### Proposal Schedule of Events

RFQ Distributed/Posted to Website	November 14, 2014
SOQ Submissions Due	December 19, 2014
Committee Recommendation of Award(s)	January 9, 2015*
CV-SALTS Executive Committee Approval	January 16, 2015*
SJVDA Approval	January 20, 2015*
Execution of Agreement/Notice to Proceed	January 30, 2015*

\* estimated date

## 9 - Proposal Authorization

(Please provide this document on your letterhead)

I certify I am authorized to submit this proposal on behalf of my company, \_\_\_\_\_(company name), and this submission conforms to required specifications unless otherwise noted.

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Company Name

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Submission Submitted by

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Title

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Signature

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Date

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Email

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Telephone

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Facsimile

## ATTACHMENT A – Potential Project Tasks to Support CV-SALTS

Additional information regarding the nature of past or ongoing CV-SALTS projects may be found at <http://cvsalinity.org/index.php/committees/technical-advisory/technical-projects-index.html>

The full list of tasks services to be performed with CAA Funding under the Drainage Authority contract is shown in the list below. Tasks maybe be funded by solely through that mechanism or with funding supplemented by the Central Valley Salinity Coalition. The tasks shown below are a mix of those that are currently underway and those that have not been contracted but may be authorized in the future to support the goals of CV-SALTS. . **Tasks in Bold are expected to be contracted under this SOQ.**

- 1) Technical Project Coordination
  - a) Technical Project Management support efforts of CV-SALTS Technical and Executive committees
  - b) Provide Basin Planning support by developing draft scopes of work on behalf of CV-SALTS for technical work with draft schedule and costs.
  - c) Basin Planning support developing strategies for preparation of the SNMP and supporting basin plan amendment language
  - d) On behalf of CV-SALTS manage and provide updates on subcontracted work to technical and executive committees
  - e) Ensure all technical work needed for a salt and nitrate management plan robust enough to support a basin plan amendment is fully drafted by March 2016 for final review and approval by 1 April 2016
  - f) Provide sub-committee manager support to the Lower San Joaquin River Committee to facilitate workplan implementation for Salt and Boron Water Quality Objectives.
  
- 2) Focused technical studies identified by the CV-SALTS Technical Committee and approved by the Executive Committee to support evaluation of beneficial uses
  - a) CEQA Support for the evaluation of the appropriate designation and level of protection of MUN beneficial uses in constructed agricultural drains as well as other agriculturally dominated water bodies.
  - b) Conduct CEQA and economics analyses to support evaluation of beneficial uses in designated area within the Tulare Lake Bed.
  - c) Aquatic Life Beneficial Use Study a technical analysis to identify salinity related water quality criteria including recommendations for adoption of salinity related water quality objectives to protect aquatic life.
  
- 3) Develop Conceptual Model of Water, Salt and Nitrate Sources and Interactions
  - a) Initial Conceptual Model (ICM) (Phase I) – Utilize Pilot Salt and Nitrate Source Study, USBR Westside Salt and Nitrate Study, and Tulare Salt Source Study and other information to compile and organize existing data into an initial conceptual model of water, salt and nitrate movement and interactions for the Central Valley Basins. Refine Beneficial Use and Objective Study (BUOS) (developed under contract 09-076-150) through final technical review to minimize errors and insure stakeholder information correctly portrayed, including an update of GIS layers.
  - b) Conceptual Model (Phase II) - Extension of the ICM project that includes the following work elements: refine project database, develop salt/nitrate data analysis methods to support SNMP antidegradation analysis, evaluate



use of a Management Zone approach to locally manage salt/nitrate, and prepare technical elements of the SNMP

- c) Conceptual Model (Phase III) SNMP Supporting Documentation – Economic Analysis – Consistent with requirements for a Basin Plan Amendment, document economic costs and benefits as well a societal impacts of current regulation, future regulation, and proposed program of implementation to support adoption of the SNMP. Prepare SNMP Antidegradation Analysis consistent with the methods developed under the Phase II Conceptual Model project (Task 3b above).**

**d) Prepare the Monitoring & Surveillance Plan for inclusion in the SNMP**

- 4) Strategic Salt Accumulation Land and Transportation Study (SSALTS)
- a) Identify and analyze range of viable Central Valley alternatives for salt disposal to support development of implementation measures for inclusion in the SNMP.
  - b) Develop nitrate management alternatives and conduct additional salinity management alternatives analyses (if needed to supplement SSALTS findings) to support development of implementation measures for inclusion in the SNMP
- 5) Central Valley Salt and Nitrate Management Plan (SNMP)
- a) Building on the preliminary draft SNMP developed under Task 3d above, develop a final Central Valley SNMP that clearly supports the policy objectives, beneficial uses, water quality objectives, implementation and other elements required for a robust basin plan amendment.
  - b) At a minimum, the SNMP must satisfy the requirements of the California Recycled Water Policy.
- 6) **Draft Central Valley Basin Plan Amendment Language**
- a) Develop information and supporting documentation for the environmental review process pursuant to Public Resources Code 21080.5. Such information development may include Substitute Environmental Documents (CEQA Equivalent)**
  - b) Utilizing the Central Valley SNMP, develop appropriate draft Basin Plan language for adoption of SNMP into both the Sacramento-San Joaquin and Tulare Lake Basin Plans**

Additional potential tasks shown below may be authorized or contracted outside of funding from the Drainage Authority by the Central Valley Salinity Coalition; no specific budget or timeline is available.

- 7) Project activities that use, improve, or modify existing GIS data layers and/or databases to support CV-SALTS technical or policy development activities
- 8) Implementation of planning studies and data collection activities to support policy development and elements of the SNMP
- 9) Additional technical and economic analyses and documentation to support the development of the SNMP and the planned BPA
- 10) Development of additional technical analyses to support CV-SALTS salt and nitrate management policy development
- 11) Technical support for the Lower San Joaquin River Committee. See the website specific to this effort for additional information (<http://cvsalinity.org/index.php/ljsr.html>)

## **ATTACHMENT A-1 SURVEILLANCE AND MONITORING PROJECT SCOPE**

### Preliminary Outline and Performance Specifications with Deliverables

Propose costs based on an approach which uses existing data developed from existing monitoring programs and identify the geographic, temporal and constituent data gaps. Propose a method to aggregate data from existing programs on a regular interval as needed to reevaluate the status of salinity and nitrate in the Central Valley on a large scale. Specific monitoring plans may be developed or archetypes or Management Zones.

Coordinate ongoing requirements from ILRP, WDR and NPDES requirements and data and propose a workplan to answer questions in the following areas.

1. Who will do the monitoring, analysis and reporting?
2. How will the data be aggregated, managed and assessed
3. Key Sample locations – Groundwater and Surface Waters
4. Who will be in charge of the program implementation?
5. Which Salt and Nitrate constituents?
6. Monitoring and assessment frequency?
7. Who will be responsible for data analysis and review?
8. How will it be funded?
9. What type of follow-up action by the Regional Board is needed?
10. How will stakeholder review and input be incorporated?
11. How will program adapt to changes?

### Deliverables

1. Workplan for approval
2. Implementation timeline for Monitoring and Assessment
3. Technical memo (items above)
4. Statement of General Monitoring Goals for CV-SALTS and Surveillance and Monitoring incorporation into the Basin Plan

**ATTACHMENT B - INSERT STANDARD AGREEMENT FOR SERVICES**