

CV-SALTS Program and Technical Work Management - VERSION 3

Leading to the materials for the Request for Qualifications (RFQ) for the Technical Project Manager procurement process

Introduction and Approach

The following sections provide introduction and background that will be used in whole or in part as portions of the RFQ to provide understanding and the setting within which CV-SALTS works.

The approach recommended by the Committee is:

- To publish a RFQ seeking responses from firms who are qualified to provide TPM services and other technical studies or reports for CV-SALTS
- To identify one or more firm to provide services
- To contract with the firm or firms to provide services

The initial sections (Introduction, Contracted and Non Contracted Elements and Contract Vehicle) are intended to provide information for the Executive Committee to inform and support their decision making process. Beginning at Section 2 is a description of the task of the Technical Project Manager (TPM). Section 3 describes technical work that is currently scoped or in development. Section 4 and 5 provide broad preliminary description of the work needed for Implementation Planning and Basin Plan Amendment Documentation. Section 6 will likely be provided as a attachment to assist those responding to the RFQ.

Questions for the Executive Committee

1. Who should release/manage the RFQ process?
2. Who should review the submissions, evaluate the qualifications, and make a recommendation to the Executive Committee?
3. Should a minimum or maximum contract value be stated in the RFQ?
4. Does the Committee have a preference of contracting methods for the preferred qualified firm?
5. What oversight role is appropriate for the review the work provided by the TPM, Scope Approval, Technical Analysis, Contracting decisions?

Contracted Elements

Then following elements have been contracted to support CV-SALTS.

1. Drainage Authority Master Contract – \$1.2 M
2. Program Management/Administration and Policy Development 2 years
3. Water Quality Criteria Studies (pending)
4. Public Record and process provided by the Regional Board

To Be Contracted Work Elements

Then following elements have not been contracted but are needed to support CV-SALTS.

1. **Contract Vehicle for up to \$3.8 M – may be integrated with TPM for some or all funding** (*this section will not likely need to be in the RFQ*)
2. Technical Project Manager (TPM)
3. Future Technical Projects and Studies
 - 3.1. BUOS Phase II – additional work to improved existing data developed in Phase I
 - 3.2. CV-SALTS Conceptual Model of Water, Salt and Nitrate Sources and Interactions
 - 3.3. Studies and Data Collection to support policy elements of the plan
 - 3.4. Economics Studies and Documentation
 - 3.5. Others
 - 3.6. CEQA Equivalent Documentation supporting the Basin Plan Amendment
4. Salinity Management Planning and (Plan of Implementation) describing the implementation plans for the Basin Plan Implementation Section as well as the programs and projects stakeholders need to manage salinity and nitrate.
5. Basin Plan Amendment Document Development
 - 5.1. Policy Development
 - 5.2. Technical and Document Production

1.0 Contract Vehicle for \$3.8 M

(This section is to inform the Executive committee but not intended to be part of the RFQ.)

The Executive Committee should address and provide direction on the appropriate contract vehicle for the remaining \$3.8 Million dollars that are no yet contracted. Of this funding \$2.0M is available for current contracting and efforts and could utilize one of several contracting methods shown below.

- a. Amend the current contract with the SJ Drainage Authority (recommendation from State Board to develop a new contract so can clearly distinguish sub-tasks and avoid 10% with-hold on entire contract amount)
- b. Local public agency or JPA such as SJ Drainage Authority, SFEI and cities or districts do not require competition
- c. UC or CSU system may be sole source selected

- d. Central Valley Salinity Coalition if award justified through competitive bid process
- e. Competitive procurement to any contractor who can perform the scope and with sufficient contracting experience to work with the State Board Contracts and willing to have 10% retention withheld from the final payment for the \$2.0M. If the contract is structured correctly with sub-tasks, 10% can be with-held from each subtask and paid when the subtask is complete, so would not have 10% with-hold on full contract amount. ALSO NOTE: The contract can be made out for the \$3.8-million with a clause that the release of the final \$1.8-million is conditioned on adequate progress as determined by the State Board (include resolution language). Contracting the full amount now would avoid administrative delays later.

Each of these has issues, discussed by the committee at length were pros and cons of the use of one contractor, (d) shown above for all work to complete the basin plan amendment. Issues discussed include:

- a. Inability to identify a detailed scope of all activities needed to complete the basin plan amendment prior to request for qualifications and entering into a contract.
- b. Questions about the ability to select the best qualified firm if all funding must be obligated
- c. Potential difficulty with Stakeholders contributing funding to selected consultant if not a public agency, i.e. adequacy of procurement process for all future entities that may wish to contribute may do so.
- d. Overhead and markup on subcontracted costs (15%)

2.0 The TPM Performance Statement

(This section is expected to be included in the RFQ)

The role of TPM is that of an individual or firm with the base capability to manage the technical work required for to support the CV-SALTS program. In addition to the base capabilities and qualifications the RFQ would solicit the firm's capabilities and qualifications to perform the work activities that are expected in the CV-SALTS program. The Technical Committee will act as the advisory committee for all technical work performed under the TPM. The Executive Committee will serve in the advisory role during the development of the Salt and Nitrate Management Plan.

The RFQ would seek to solicit one or more firms with various expertise or capabilities. Firms that do not wish to provide TMP services would be held for future technical contract efforts.

At a minimum the technical project manager shall provide all materials, labor, equipment, (subcontract services), and perform the following in a management role under the oversight of the Technical Committee and Executive Committee:

- a. Develop the scopes of technical work (research, data, modeling, economics and related efforts) along with a draft schedule and draft cost budget.
- b. When the scope, budget and schedule have been reviewed and approved by the Technical and Executive committees work with the contracting entity to procure or assign staff to perform work in accordance with the approved budget and schedule.

- c. With the committee, develop technical standards and guidelines for Basin Plan related work as requested.
- d. Manage the scope, schedule and cost for all technical efforts to insure the work is completed on budget and within schedule. Provide status of all authorized work, including contracted efforts, subcontracted work, and in-kind efforts. Provide updates on work to be contracted and an estimate of funding needed for completion of work.
- e. Assist the Technical Committee and the Co-Chairs of the committee with process and work product.
- f. Coordinate with the Program Manager, Regional Board and others to inform and coordinate technical work.
- g. Critically review all technical work performed by contractors and in-kind efforts by stakeholders and prepare comments and acceptability review for the technical committee
- h. Support the technical committee meetings and subcommittee meetings to develop work as directed by the Executive Committee
- i. Coordinate with the Program Manager, State Water Board Staff, Regional Water Board staff and CV-SALTS committees as needed to be informed and accomplish all efforts required
- j. Ensure all technical work needed for the completion of the basin plan amendment is completed by January 2014 for final review and approval by June 2014.

Selection criteria for the RFQ are provided in the following section. The Technical Project Manager must have a strong understanding of the scientific and technical documentation required to support new regulatory requirements as demonstrated by history of by actual adopted basin plan amendments, use attainability assessments, site-specific objectives, variances, in a collaborative setting.

3.0 Future Technical Projects and Studies

This section provides a brief overview of potential projects and studies that may be included in the prime contract, subcontracts, or other projects managed by the TPM.

3.1 Beneficial Use and Objective Study (BUOS) Phase II – Update GIS Work and Water Quality Criteria to reduce errors in collected existing data by working with stakeholders to improve sections where they are knowledgeable and engaged. Add needed layers of information related to diversions and outfalls not available when originally compiled. The GIS tools should show all tributary relationships, wastewater outfalls, stormwater drains, Ag drains, water intakes, water supply wells, irrigation-only wells, basin plan segments, 303(d) listings, etc. In addition the information compiled during the development of the Inland Surface Waters Program should be incorporated into the GIS to allow it to improve the data and inform the program. These coverages being developed will eventually show monitoring locations, stations, points of compliance, land use types and changes, drainage-shed, and become the backbone of the plan of implementation.

3.2 Conceptual Model of Water, Salt and Nitrate Sources and Interactions – Drawing on the Pilot Salt and Nitrate Source work, West Side Salt and Nitrate Study, BUOS Phase I and II and other sources of information compile and organize existing information to develop missing

information to prepare an initial conceptual model of water, salt and nitrate movement and interactions for the Central Valley Basins. This will be the basis of planning and evaluation of plans for salt control on a high level. This should be developed to use or be compatible with the GIS Tools developed in BUOS work.

3.3 Studies and data to support policy changes proposed in the salt and nutrient management plans and the Basin Plan Amendment, which will be further developed in the coming months.

3.4 Economics Studies and Documentation – Based on the conceptual model and implementation planning, there is a need for study, evaluation and documentation of the economic costs and benefits as well as societal impacts of current regulation, future regulation and proposed program of implementation. Draft work may be needed during the development of 3.2.

3.5 Others

3.6 CEQA Equivalent Documentation - To be determined during 3.2

4.0 Salinity Management Planning and (Plan of Implementation)

(This area of scope will bring together the policy elements developed in the Program Management and Facilitation scope with the technical studies that detail and demonstrate the plan of implementation. This plan must show the plan will be successful at meeting the policy objectives and beneficial uses in the revised Basin Plan. The Program Manager and the Technical Project Manager will work with stakeholders to develop and document their actions and the results of those actions to control salts and nitrate. These actions and elements of the policy changes and requirements, monitoring and other program requirements (adaptive management, future implementation and etc.) will be integrated at within the Program of Implementation. Elements of the Program of Implementation will be used in the development of the Basin Plan Implementation Section or incorporated by reference.

4.1 Description of major efforts, changes and impacts

4.2 Integration of regional and valley wide efforts and expected results

4.3 POI Draft document preparation support

4.4 POI Final document preparation support

5.0 Basin Plan Amendment Draft Document Development

5.1 Policy Development – initially occurs in the facilitation section and will proceed to development and approval by Executive Committee. At the completion this will be incorporated and documented in draft basin plan language.

5.2 Technical and Document Production – Technical efforts and document management and production will be required to assemble the document for incorporation into the basin plan. This effort and other preparation and documentation would be included in this section.

6.0 CV-SALTS Program and Roles of Various Groups

The earlier sections detail the activities and role of the TPM. This section briefly describes the roll of the other groups or functions within CV-SALTS. This section will likely be presented as an appendix or attachment to the RFQ. A diagram is being prepared to illustrate these relationships.

Executive Committee of CV-SALTS – is the programmatic Management Committee of the CV-SALTS initiative. They provide oversight of all committees and consultant work products to insure review and policy acceptance. Committee has final authority in approval of scope, services and acceptance of products. The Committee Directs the Program Manager and Policy Facilitator.

Program Manager – Provides overall program management and prime contract for administration, coordination and facilitation. Under the direction of the Executive Committee provides coordination, program definition and integration of policy, outreach and technical activities supported by the TPM.

Policy Facilitator – Working under the Program Management contract develops and facilitates agreement on the policy issues and requirements to be developed for the basin plan

Technical and Economic Committee – Committee under the direction of the Executive Committee plans and manages technical studies and provides direction and reviews technical work making recommendations to the Executive Committee.

Central Valley Salinity Coalition – The Coalition is the organizing entity for the Stakeholders to provide funding and coordinate stakeholder issues for CV-SALTS. Many Coalition Board Members are members of the Executive Committee.

Regional Water Board – The Regional Water Board composed of appointed members who participate in meetings but have a primary responsibility for consideration and approval of the basin plan when proposed. The Regional Board is a member of the MOA for CV-SALTS.

Regional Water Board Staff – Under direction of the Regional Board, participate as active stakeholders and provide oversight and feedback on efforts developed and coordination with other state agencies. The Regional Board is a member of the Executive Committee.

State Water Board – The Board is a member of the MOA for CV-SALTS and is a primary source of funding for the CV-SALTS efforts. Their primary responsibility will be for consideration and approval of the final basin plan when approved by the Regional Water Board.

State Board Staff – Participate as representative members of the MOA members to assist in coordination of State Board Issues and as a participant and member of the Executive Committee.

US EPA – The EPA should be represented as a participant in CV-SALTS and would have the role of coordination with their internal programs and with other federal agencies. Their primary responsibility will be for consideration and approval of the final basin plan when approved by the State Water Board.

SJ Drainage Authority – The Authority is a member of the Coalition and has also volunteered to act as contracting agent for State Board Cleanup and Abatement Funding for CV-SALTS.