

Request for Proposal March 19, 2009

Central Valley Salinity Coalition with CV-SALTS Initiative

Request for Proposal (RFP) 2009-001 For Consulting Services to Conduct

The Salt and Nitrate Sources Work Plan and Pilot Implementation Study

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 for the Central Valley. This plan will incorporate, and become implemented through, a basin plan amendments for the basins in the Central Valley.

Project Background

The overall purpose of the Salt and Nitrate Sources Study is to prepare and document a procedure to quantify fairly and equitably the salt and nitrate sources from the Central Valley. Then pilot those work plan procedures in several areas to validate the appropriateness and region wide applicability. These products must lead to better understanding of salt and nitrate sources based on technically sound data that is useful for salinity management planning for the Central Valley. The Salt and Nitrate Sources project has evolved as a product of the Economic and Social Cost and Technical Advisory Committees over the past 3 months. The scope of work was approved by the committees and the Executive Committee in February 2009.

Significant salinity and nitrate work has been accomplished in the region; Attachment A provides a list of references and sources of information the consultant should be familiar with and which their scope of work should utilize or with which they should be compatible.

This effort is intended to be the first action as part of the overall work plan for the CV-SALTS program. The draft work plan can be found at http://www.cvsalinity.org/index.php/documents/doc_download/53-work-plan-outline-version-9. Future updates to all program documents are available www.cvsalinity.org. Appendix B provides a look at future phases of work but it has not been developed further and is for context only.

2 CVSC and CV-SALTS Coordination

Primary contractual coordination will be with CVSC management. CVSC Program Manager will be Daniel Cozad. Consultants will also be coordinating and working with the Technical Advisory and Executive Committees (Committees) or subcommittees for this project. All efforts will be reviewed and be found acceptable prior to start of work.

3 Work Schedule and Budget

The consultant shall propose a budget and schedule for Phase 1 Task 1 separate from Task 2. The overall draft deliverable from Task 2 is due by October 31, 2009 based on progress expectations from the Central Valley Regional Water Quality Control Board (Regional Water Board). The budget for the Phase 1 is expected to be between \$100,000 and \$250,000, should be well documented in the proposal, and should be organized to allow increases or decreased in scope based on available CVSC funding. The funding for the budget may be developed from multiple sources and this program may be contracted in component tasks due to funding availability and timing. The consultant selected for Task 1 may or may not be retained for Task 2 or future phases of the program.

4 Request for Work

This request is for professional services to support CV-SALTS and related activities. The selected consultant will provide all materials, equipment, labor, planning and coordination to provide the deliverables listed below with Technical and Economic Committee input and oversight. The consultant will provide a proposal documenting scope of work to be performed, project budget, project schedule and development of a peer/technical review panel. Each phase of this work may be separated in execution due to funding or program development timing.

5 Scope of Work

The Technical and Economic and Social Cost committees through a subcommittee developed the following tasks as described below.

5.1 Phase 1 - Efforts and Deliverables

Task 1 and Task 2 are sequential and will be performed upon notice to proceed and approval of the contract. The work planning and data collection will be executed in an open and transparent process. Evaluation by the committees and stakeholders is critical to the success of the effort. All work will be coordinated with information or resources that may be available from participants, the Regional Water Board, prior works such as USGS NAWQA, WARMF model, the Central Valley Drinking Water Policy development, and those listed in References in Attachment A.

5.1.1 Task 1 - Pilot Work Plan

The pilot work plan shall select three to five areas representative of the Central Valley. Areas should represent the types of salt and nutrient-impacted communities across the region. Areas will be proposed by the consultant with review by the Technical and Executive committees. Pilot areas should also be picked based on factors such as: quantity and quality of available data, willingness to cooperate by local agencies, types of water use and salt and nutrient sources and representativeness for critical areas of the Central Valley.

The work plan will document the methods, manner and technical veracity of the work needed to characterize all “salt and nutrient sources of significance” in the pilot areas. Through the plan the consultant shall:

- define the term “salt and nutrient sources of significance” for the purposes of the plan and areas
- provide the methods and manner of collection and validation of the salt and nutrient source data for the pilot areas
- outline data that is currently available and the quality of the data
- identify additional data which will need to be developed
- indicate how the data collection shall account for
 - the total salt load salt balance and salt accumulation for each of the pilot areas
 - identify critical concentration discharges
- ensure the magnitude of each source is accurate when combined into the overall salt balance
- identify how historic, current and future salt and nutrient source quantities will be collected or can be estimated to provide trend information
- identify and quantify areas where nutrients, especially nitrates are impacting beneficial uses of the waters
- select systems that will work for pilot areas and can represent other parts of the region.

It is critical for the consultant to propose methods that provide consistency in evaluation across sources and across the pilot areas. The methods must avoid double counting salt and nutrients as sources and validate salt and nutrients related to sources of water. Because of the linkages with water supply each of the pilot areas should be reviewed for wet, dry and normal hydrologic years.

The constituents contributing to salinity impacts should be identified in the work plan and should be prioritized into tiers as indicated below in an evaluation process with the committee:

1. Salts as Total Dissolved Solids and/or EC, and separately, but with equal importance, Nitrates and water quality related nitrogen species
2. Other salt constituents, chloride, phosphate, sulfate, carbonate, and bi-carbonate or others of local interest as recommended by the consultant. Consultant should propose data collection methods for all constituents, methods or timing may vary as appropriate.

Other constituents may also be addressed if project scoping or information uncovered during Phase I indicates a data requirement. The plan should propose methods that are consistent with prior works indicated in References as shown in Attachment A and provide the most efficient collection and utilization. All collection efforts are intended to lead to the broader basin plan amendment work plan

and tie to fate and transport studies in future work phases, not included in this study. The studies will proceed only upon approval of the work plan by the committees and upon adequate funding.

5.1.2 Potential Areas for Consideration

The Committees developed the following list of areas to be considered as potential pilot areas:

- A Foothills location
- A San Joaquin location
- A Tulare location
- A Sacramento area location(minus Delta)
- Areas covered by the Modesto/Hilmar SEP
- Specific areas mentioned were
 - Westlands
 - Panoche
 - Porterville
 - Davis/Woodland
 - Dixon
 - Vacaville
 - Fresno
 - Colusa
 - Mountain House

The Committees developed the following list of possible criteria to include in choosing pilot areas:

- Ag with surface and groundwater use
- Urban areas with food processing/industry
- Rural with surface water
- Rural with groundwater

The specific areas listed above are not all inclusive and the consultant should recommend any additional areas representative of the CV-SALTS interests to determine salt and nutrients sources. Additionally the representative area criteria listed above is not all inclusive and the consultant may recommend other criteria not listed here that can assist in determining salt and nutrient sources for a small area that assist in characterizing salt and nutrient sources for a larger geographic region of the Central Valley.

5.1.3 Task 2 - Pilot Salt and Nutrient Studies and Report

For each approved area the consultant shall collect, review and validate constituent data for the region in accordance with the work plan. If possible, the pilot areas should attempt to use delineated by natural hydrological boundaries, such as hydrological basins and sub-basins, avoiding political and other artificial boundaries unless necessary. The data will be collected and entered into a publicly available database or data structure as described in the approved work plan. The data should be collected and entered in a manner that makes it available for future modeling and fate and transport analysis. It should be processed and stored in a manner consistent with prior work indicated in References as shown in Attachment A maximizing future usefulness of the data. Data shall be presented in detail and in summary to explain the net balance of salt in the area and the totals for generation, concentration, importation, mobilization and disposal. Based on information gathered the report will present estimates

of past and future salt and nutrient quantities in summary and overall trends where they appear. The preliminary budget for the Task 2 is expected to be between \$100,000 and \$200,000. The proposed budget should be well documented in the proposal, and should be organized to allow increases or decreased in scope based on available CVSC funding

6 Instructions

Responses to this RFP must be made according to the requirements set forth in this section for content and sequence. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal.

Submit one electronic file and five (5) complete copies of the proposal and related information to:

Daniel Cozad
Central Valley Salinity Coalition
360 Lakeside Ave
Redlands, California 92373
dcozad@cvsalinity.org

All proposals must be received by the date and time stipulated in the cover letter.

6.1 Required Information

All proposals must include the following information:

1. Cover letter, including name, telephone number, and address of the firm.
2. Table of contents.
3. Description of the proposer's business; *i.e.*, individual, partnership, joint venture, etc.
4. Background information about the proposer, including technical qualifications and licenses.
5. Description of the proposer's experience, including the scope of similar projects.
6. Organizational chart showing proposed management and project team.
7. Complete list of personnel, including subcontractors that will be dedicated to this project.
8. Assigned personnel background, experience, and job title/classification.
9. Proposed scope of work.
10. Detailed project schedule.
11. Fee proposal shall include breakdown of labor hours by employee billing classification, expense reimbursement schedule that includes cost of non-labor and sub-consultant services.
12. Hourly billing rates for personnel to be assigned to the project.

7 Evaluation Criteria

Evaluation of Technical Qualifications will be conducted on the following:

1. Responsiveness to the RFP
2. Project approach and technical understanding
3. Completeness and implementability of the project
4. Consultant proposes to complete scope on schedule
5. Experience and qualifications of the assigned individuals in preparing similar studies
6. Experience and qualifications of the firm in
 - a. Stakeholder projects
 - b. Water quality
 - c. Data acquisition and analysis
 - d. Regional planning
 - e. Salts and nutrients
7. Project management qualifications of the firm and staff
 - a. Committee Coordination
 - b. Demonstrated completion on schedule
 - c. Cost and schedule
 - d. Coordination and reporting

Evaluation of Cost will be on the basis of

8. Clarity and completeness of the breakdown of costs and explanation
9. Appropriateness of proposed fee structure and anticipated value and quality of services received
10. Total Cost compared to the value of products and services

CVSC reserves the sole right to evaluate and select the successful proposal. The selection process is anticipated to include an evaluation of the proposal and an interview with the top proposing firms.

8 General Requirements

All proposers are hereby advised that this RFP 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 reserves the right to negotiate with any qualified source. CVSC reserves the right to reject any or all proposals for any reason or for no reason at all.

CVSC reserves 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 reserves the sole right to judge the proposer's representations, either written or oral.

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

False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be CVSC's responsibility and its decision shall be final.

CVSC reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that has received an RFP. Should such addenda require additional information not previously requested, a proposer's failure to address the requirements of such addenda might result in the proposal being disqualified. All proposals submitted in response to this RFP will become the exclusive property of CVSC.

CVSC shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.

The consultant shall execute the standard agreement for services with CVSC accepting terms and conditions without exception.

9 Schedule of Proposal Events

The following table contains the expected schedule of events for the RFP process. CVSC retains the right to modify this schedule as needed to support unexpected circumstances.

Activity	Dates
RFP Distributed/posted to website	March 19, 2009
Proposals Due	April 17, 2009
Proposal Review with Short List Consultants	April 20 - 22, 2009
Recommendation and Agreement Approval	April 24, 2009
Execution of Agreement with Consultant	April 27, 2009

10 Proposal Authorization

(Please provide this document on your letterhead)

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

Company Name

Proposal Submitted by

Title

Signature

Date

Email

Telephone Number

Facsimile Number

11 Attachment A - List of References for Salinity and Nitrate Works in the Central Valley

Prior Works and Potential Data Sources

- Santa Ana Basin Salt and Nitrate Basin Plan Amendment and Reclamation Guidance Document
- Hilmar Supplemental Environmental Project Study <http://www.hilmarsep.com>
- Rainbow Report <http://www.owue.water.ca.gov/docs/03-ahccfinalrpt.pdf>
- Economic Impact Report for CV-SALTS 2008 - Richard Howitt
- Metadata Guide for Salinity Data Sources for the Central Valley of California – 2008 by the California Water Institute
- Surface Water Ambient Monitoring Program (SWAMP) http://www.waterboards.ca.gov/water_issues/programs/swamp/
- Technical Analysis to Support Development of Drinking Water Policy for the Central Valley Basin Plan http://www.waterboards.ca.gov/centralvalley/water_issues/drinking_water_policy/
- Chapter 5, CALFED Water Quality Program Stage 1 Final Assessment: http://www.calwater.ca.gov/content/Documents/Draft_Final.pdf
- Staff Report for the San Joaquin River at Vernalis Salt and Boron TMDL and Basin Plan Amendment
- DO TMDL Monitoring Report - Stringfellow <http://www.sjrdotmdl.org/studies.html>
- Nitrate in Drinking Water Report to the Legislature – 1988 by State Water Board <http://www.swrcb.ca.gov/legislative/docs/1999prior/8811wq1988.pdf>
- Technical Committee Report "Regulation of Agricultural Drainage to the San Joaquin River", State Water Board Order No. WQ 85-1 1987
- Shallow Groundwater Quality on Dairy Farms with Irrigated Forage Crops, UC Davis in Journal of Contaminant Hydrology, 2002.
- GAMA Data Series Reports - <http://ca.water.usgs.gov/gama/publications.htm>.
- DWR has lists of groups that have received public money for GW studies in recent years: <http://www.grantsloans.water.ca.gov/grants/assistance.cfm> these lists may include work that is not included in GAMA or any of the more accessible datasets.
- Water Quality Survey of Tile Drainage Discharges in the San Joaquin River Basin – 1988 by CV Regional Water Quality Control Board
- SWRCB Order No. WQ 85-1 Technical Committee Report "Regulation of Agricultural Drainage to the San Joaquin River", August 1987
- San Joaquin Valley Drainage Implementation Program's "Status Report on Drainage Management in the San Joaquin Valley", 1998
- San Joaquin Valley Drainage Implementation Program's "Evaluation of the Rainbow Report", 2000
- San Joaquin Valley Drainage Implementation Program's "Drainage Management Strategy", 2000
- San Joaquin Valley Drainage Implementation Program's "Agricultural Drainage in the San Joaquin Valley - A Gap Analysis, 2002.

Additional Reference may be located at www.cvsalinity.org or www.waterboards.ca.gov/centralvalley/water_issues/salinity

12 Attachment B - Potential Future Action Information

NOTE - The Subcommittee has not completed development and review to the Phase 2 effort. The Draft Sections below are intended only to provide an indication of potential future efforts as reference and not to be priced or relied upon as part of this request for proposal.

Phase 2 Products and Deliverables

Regional Salt and Nutrient Sources Study

Phase 2 will expand on the pilot areas to cover all basins in the Central Valley, dependent on funding.

Regional Work plan

The consultant will prepare a work plan covering all aspects of the planning and implementation of the study needed to expand from the pilot areas to the rest of the region. The full study will integrate information from the pilots and the work plan will identify the minimum number of additional areas needed to achieve complete coverage of the region with a proposed level of certainty to be reviewed and approved by the committee. Work will include summarization of the total salt generated, imported, mobilized, concentrated or disposed in the region and show movements of salt from one area to another.

The studies will proceed only upon approval of the work plan by the committees and upon adequate funding.

Regional Salt and Nutrient Studies and Report

The Regional Salt and Nutrient Studies will implement the methodology and manner that was used in the pilot across the region and in accordance with the approved work plan. In addition to the data collected and summarized the report will classify salt and nutrient sources that have reduced or minimized their generation or concentration or that export salt from the basin. The report will identify salinity management best practices where possible and document them in the report.

Phase 3 Further Study Areas

Areas where information was estimated or where data was incomplete or could not be made available will be identified and investigated further in this phase.

- Develop Work plan
- Conduct Studies
- Prepare Report
- Incorporate into updated Regional Report