

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Support services for Sustainable Groundwater Management Act (SGMA) implementation and other groundwater management activities**

The Sacramento Groundwater Authority (SGA) is seeking a qualified consulting firm(s) with extensive groundwater resources planning, groundwater and project management, and modeling experience to support Sustainable Groundwater Management Act (SGMA) implementation and other groundwater management activities within the North American Subbasin (NASb). This support includes aiding SGA with SGMA implementation activities including but not limited to the preparation of Annual Reports and assisting with a 5-year evaluation/amendment of the existing NASb Groundwater Sustainability Plan (GSP). Support may also include other non-SGMA groundwater management activities. This support is hereby referred to as “project”.

Related to SGMA implementation activities, the SGA is acting as the contracting agency on behalf of the other four Groundwater Sustainability Agencies (GSAs), which include: the Reclamation District (RD) 101, South Sutter Water District, Sutter County, and the West Placer (see Figure 1).

The SGA reserves the right to modify the anticipated timeline set forth below. The SGA reserves the right to reject any and all submittals, cancel all or part of this RFQ, waive any minor irregularities and to request additional information from proposing firms. This RFQ does not oblige the SGA to award a contract. There is no expressed or implied obligation for the SGA to reimburse responding firms for any expenses incurred in preparing submittals in response to this request.

To be considered, five bound copies of the submittal and one unbound copy must be received by the contact below by **3:00 p.m. on Tuesday, July 9, 2024**. The SGA reserves the right to reject any or all submittals received after the deadline.

## General Information

<b>Primary Contact</b>	The primary contact with the SGA will be:  Trevor Joseph, Manager of Technical Services 2295 Gateway Oaks Dr, Ste 100 Sacramento, California, 95833 Phone: (916) 967-7692 Email: <a href="mailto:tjoseph@rwah2o.org">tjoseph@rwah2o.org</a>										
<b>RFQ Timeline</b>	<table><tr><td data-bbox="451 537 672 569">May 28, 2024</td><td data-bbox="743 537 964 569">Distribution of RFQ</td></tr><tr><td data-bbox="451 600 602 632">July 9, 2024</td><td data-bbox="743 600 1349 663">RFQ filing deadline – must be <b><u>received by SGA by 3:00 p.m.</u></b></td></tr><tr><td data-bbox="451 695 672 726">July 10 - 19, 2024</td><td data-bbox="743 695 987 726">SGA review of RFQs</td></tr><tr><td data-bbox="451 758 672 789">July 29 - 30, 2024</td><td data-bbox="743 758 1284 789">Hold for possible interviews of consulting firms</td></tr><tr><td data-bbox="451 821 639 852">August 8, 2024</td><td data-bbox="743 821 1268 884">SGA Board considers approval of consultant selection</td></tr></table>	May 28, 2024	Distribution of RFQ	July 9, 2024	RFQ filing deadline – must be <b><u>received by SGA by 3:00 p.m.</u></b>	July 10 - 19, 2024	SGA review of RFQs	July 29 - 30, 2024	Hold for possible interviews of consulting firms	August 8, 2024	SGA Board considers approval of consultant selection
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## General Information (continued)

<p><b>Project Background</b></p>	<p>The SGA was formed more than 25 years ago under a joint powers authority to manage the groundwater basin in Sacramento County north of the American River. For many years before the passage of the SGMA in 2014, SGA advanced groundwater management activities and reported on groundwater conditions in accordance with appropriation bill (AB) 3030 and senate bill (SB) 1938 groundwater management plan requirements. After the passage of SGMA, SGA and four additional GSAs provided notification to DWR signaling their intent to meet the requirements of SGMA. The five GSAs in the NASb prepared and adopted a single GSP in advance of the January 2022 deadline. Approximately 18 months later, DWR provided an approval determination with recommended actions to SGA indicating the GSP prepared for the NASb meets the requirements of SGMA and the GSP regulations. In 2023, SGA was also awarded a grant through the DWR that in part provides funding to prepare Annual Reports and prepare a 5-year evaluation/amendment of the existing NASb GSP.</p> <p>The NASb GSAs developed a single groundwater model (i.e. Consumnes-South American-North American (CoSANA)) to support development of the NASb GSP. An estimated two-thirds of groundwater extractions in the NASb are from unmetered independent agricultural and domestic pumping. Through the use of a groundwater model, the NASb GSAs have developed comprehensive water budgets and evaluated basin conditions under future development and climate scenarios during GSP development. By 2025, SGA anticipates the CoSANA model will be enhanced and upgraded under a separate scope of work.</p> <p>SGA is releasing the RFQ to seek support both SGMA implementation (i.e., to prepare Annual Reports and a 5-year evaluation/amendment of the existing NASb GSP), modeling support (i.e., evaluate basin conditions under future development and climate scenarios for GSP evaluation/amendment), and non-SGMA groundwater management activities. This work is planned to commence in October 2024.</p>
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## Scope of Services

<p><b>Nature of Services</b></p>	<p>The scope of work and budget for the project will be determined following the selection of the consultant. SGA is seeking consultant support for the following:</p>
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**Annual Report Support**

Assist with yearly preparation annual reports as required by SGMA. A draft report should be completed for review by the NASb GSAs no later than February 28<sup>th</sup> of each corresponding year and a final report submitted to DWR by April 1<sup>st</sup> of each year. Chapters for preparation include, but are not limited to:

- Executive Summary
- Introduction
- Hydrologic Conditions
- Water Supply
- Groundwater Levels
- Change in Groundwater Storage
- GSP Implementation
- Sustainability Indicators

**GSP 5-year Evaluation/Amendment**

Working with the five GSAs, assist with the 5-year evaluation/amendment of the existing NASb GSP. Deliverables will include addressing the Department of Water Resources (DWR) recommended corrective actions, evaluation and amendment of existing chapters to prepare the GSP for public notification/review and comment, and a final GSP for adoption by the NASb GSAs. Other activities include, but are not limited to: participating in meetings and discussion of DWRs comments/corrective actions with the NASb GSAs and NASb stakeholders, development of an action plan that identifies the steps and level of effort to revise the GSP and address data gaps, review and reassess sustainable management criteria, review of the existing NASb GSP sections and include comments/redline strike out changes for the proposed NASb 2026 GSP, and assistance with presenting at meetings and conducting public noticing and outreach. The scope of work includes preparation or modification of potentially the following GSP sections:

- Executive Summary
- General Information/Introduction
- Agency Information
- Description of Plan Area
- Notice and Communications
- Hydrogeologic Conceptual Model
- Groundwater Conditions
- Management Areas

- Water Budget
- Sustainable Goals, Minimum Thresholds, and Measurable Objectives
- Monitoring Network
- Representative Monitoring
- Assessment and Improvement of Monitoring Network
- Projects and Management Actions
- Interbasin and Intrabasin Coordination
- References and Technical Reports
- Appendices.

**Data Management System Maintenance and Updates**

Update the NASb Data Management System (DMS) with appropriate data by December 31<sup>st</sup> of each year (e.g., seasonal groundwater level measurements such as spring and fall), update monitoring wells with ownership information, and application updates (e.g., add local names to hydrographs).

**NASb Website Updates and Maintenance**

Maintain and update the NASb website, including cost for hosting website (at the discretion of SGA). In addition, assist SGA in potentially redeveloping the existing SGA and NASb websites.

**Intrabasin GSA Coordination Support**

Support regular coordination meetings of the NASb GSAs during development of the 5-year evaluation/amendment and its associated work products. Coordinate with GSAs and other consultants working with GSAs throughout the development of the GSP.

**Water Quality Sampling**

Assist in managing a contractor to collect water quality samples at up to 50 monitoring wells within and adjacent to the NASb. Prepare a Technical Memorandum that describes the sampling methods and protocols, a summary table of the water quality and analytical reports, including a well location map, a table of well construction details and the principal aquifer that the water quality sample represents.

**Monitoring Well Installation Assistance**

Manage the construction of new monitoring wells in the NASb, to include:

- Prepare CEQA environmental documentation.
- Obtain well construction permits from Placer County, the City of Roseville, or Sutter County as applicable.

- Develop plans and specifications to construct and develop the monitoring wells in accordance with California Well Standards Bulletin 74-90 and 74-81 and County and City well ordinances or standards.
- Assemble bid documents and release for competitive bid.
- Oversee the drilling, field logging in accordance with the Unified Soil Classification System per ASTM D2488), geophysical logging, design, construction and development of up to two deep double-completion monitoring wells (approximately 300 feet and 550 feet deep at each location), and up to four individual shallow monitoring wells (approximately 50-70 feet deep).
- Complete a Water Well Drillers Report and submit copies to DWR and the local well permitting agencies for each well.
- Oversee the surveys of the well location and elevation using a California-licensed land surveyor and in compliance with DWR standards.

**Monitoring Well Pressure Transducer Installation**

Assist in the procurement and installation of pressure transducers/data loggers at fourteen existing and new monitoring wells in the NASb. Prepare a technical memorandum documenting installation of transducers at each well and summary of results for one year of monitoring in the wells.

**Monitoring Well Water Level Data Collection**

Assist in the collecting water level data at monitoring wells located throughout the NASb.

**Modeling Support**

Update the existing CoSANA model to extend the historical model developed for the GSP/Annual Report(s) to include the most recent data for each applicable water year (WY) to allow for reporting of water budget results for each corresponding year.

Perform updated historical CoSANA model simulation for the GSP will be re-simulated for the extended simulation period that includes the applicable WY data. Summary tables and figures will be prepared.

Prepare groundwater condition updates such as groundwater level contours and hydrographs at the GSP representative monitoring sites, based on the CoSANA model results, to assist with quality control purposes.

	<p>Prepare water use output for submittal as part of the yearly annual report such as tables and charts reflecting updated water use conditions based on the CoSANA model results, as needed.</p> <p>Consultant will receive updated water supply and use data from SGA for analysis and preparation of the model input data through September of each applicable WY. The data will include surface water delivery, municipal groundwater pumping, water transfer, and water demand data by each of the urban purveyors of the NASb. The data will also include surface water delivery and groundwater substitution transfer pumping data, if available, by the related agricultural entities.</p> <p>Update appropriate data sets, such as hydrology (e.g., precipitation, evapotranspiration, and streamflow) for model input. Relevant data sets will be assessed and evaluated for consistency with paste data in the model.</p> <p>Update agricultural land use/cropping for annual reports using the most recent LandIQ data provided by SGA.</p> <p><b>Engagement and Outreach</b> Participate in public meetings held each year. Support engagement strategies such as assisting with the oversight of projects and management actions identified in the NASb 2021 GSP for implementation. Activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Coordination among the GSAs and interested parties;</li> <li>• GIS Mapping Support;</li> <li>• Coordination of GSA implementation technical activities, oversight, and management of consultants and subconsultants;</li> <li>• Budget tracking;</li> <li>• Schedule management;</li> <li>• Public noticing and communication for GSP evaluation; and,</li> <li>• Quality assurance/quality control of project implementation activities.</li> </ul> <p><b>Other Support Services</b> SGA is also open to considering support not listed above based on input from the proposing consulting firm(s) that aids SGA and/or other GSAs in the sustainable management of groundwater.</p>
<b>Estimated Budget</b>	SGA is interested in supporting a multiple year, potentially up to 5-year, contract term. Initially the total budget for the proposed work is in the range



	of \$600,000 over the estimated three-year timeframe to perform the work. This budget does not include the funding for work by contractors, such as well drilling and water quality sample collection.
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### Submittal Requirements

<b>Submittal Requirements</b>	In order to facilitate the comparison of submittals from competing firms and to assist the evaluation team with the review process, firms are requested to organize their submittals in accordance with the following instructions. Please submit <u>five complete bound copies plus one complete unbound copy</u> .
<b>Title Page</b>	State the RFQ subject (Support services for Sustainability Groundwater Management Act (SGMA) implementation and other groundwater management activities), name of the consulting firm, local address, telephone number and fax number of the proposer’s chief contact person, and the date of the proposal.
<b>Table of Contents</b>	The table of contents of the submittal should include a clear and complete identification of the materials submitted by section and page number.
<b>Profile of Firm</b>	Include the staffing size of your firm and your firm’s client base (i.e., local, regional, statewide, etc.) and the location of the office from which the work will be done and the staffing allocation for that office. Include a statement as to the firm’s capability to support the proposed work.
<b>Supervisory and Staff Qualifications and Experience</b>	Identify staff, including managers, supervisors and specialists, who would be assigned to this project. Specifically, discuss project staff experience with water resources planning and management, particularly with experience that is relevant to the current work. Clearly identify the project manager and his or her availability to manage the project commencing in October 2024.
<b>Similar Engagements and References</b>	List a minimum of three, and a maximum of five, recent engagements relevant to current work. Indicate the scope of work, date, engagement partner(s), total hours, and the name and telephone number of the principal client contact. Maximum of two pages per engagement.

<b>Fee Schedule</b>	For evaluation purposes provide a complete schedule of charges for all staff (or positions) to be assigned to the project. Include all direct expense rates (e.g., copy fees) and explanations of any indirect expenses (e.g., hourly charges associated with phone or FAX usage) or any mark-up charges for direct expenses. The rates should reflect billing rates for the duration of 2024 and any anticipated fee increases in 2025. Note that part of this project will be funded through a grant (see Other Agreement Terms below). <u>Mileage and other travel, per diem, and mark-up expenses are not allowable on this project.</u>

### Qualifications Submittal and Evaluation

<b>Proper Completion and Submission of RFQ</b>	To be considered, each firm submitting qualifications must provide by the due date <u>five complete bound copies of its qualifications plus one complete unbound copy</u> to SGA's principal contact shown above. The SGA reserves the right to reject any or all submittals. <b>Submittals may be mailed or hand delivered to the SGA office, but must be received by SGA by 3:00 p.m. on the due date.</b> Late submissions or delivery via facsimile or e-mail will not be considered.
<b>Rights to Submitted Materials</b>	The SGA reserves the right to retain all submittals. Submission of qualifications indicates acceptance by the firm of the conditions contained in this request, unless clearly and specifically noted in the submittal and confirmed in the contract between the SGA and the firm selected.
<b>Inquiries to RFQ</b>	Please first submit any inquiries or clarifications concerning the RFQ via email to SGA's principal contact. Answers to inquiries will be returned via email. Answers to any inquiries that are of a general nature will also be distributed to other firms that were sent this RFQ.
<b>Evaluation of RFQ</b>	Submittals will be considered by a team of representatives from the NASb GSAs. Submittals will be evaluated on a combination of factors that will be assigned point values up to the total amounts indicated in the following criteria: the firm profile (20 points), qualifications of staff (25 points), past

	<p>relevant experience (35 points), and consulting firm fee schedules (20 points). There is a maximum possible score of 100 points. The criteria are further described in the “Submittal Requirements” section above.</p> <p>In the event the review team is not able to make a consensus decision on consultant selection, interviews may be conducted to assist in final selections. These interviews have been identified as occurring the week of July 29-30 in the RFQ Timeline section above.</p> <p>During the evaluation process, the SGA reserves the right, where it may serve the best interest of the NASb GSAs, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.</p>
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**Additional Contracting Information**

<p><b>Award of Contract</b></p>	<p>SGA is targeting the approval of the selection of consulting support be completed on August 8, 2024. Following notification of the selected firm(s), it is expected that a contract will be executed between SGA and the selected firm(s) on October 10, 2024.</p>
<p><b>Subcontracting</b></p>	<p>If a proposer intends to subcontract any of the work, that fact, the name of the proposed subcontracting firm(s), and the work to be performed by each subcontractor must be clearly identified in the submittal. All subcontractors will be subject to the same confidentiality and security measures as described above.</p>
<p><b>Insurance</b></p>	<p>The selected consulting firm will maintain in full force and effect throughout the term of the services contract the following insurance coverage:</p> <ul style="list-style-type: none"> <li>A. Comprehensive General Liability Insurance coverage that is at least as broad as ISO CG00 01.</li> <li>B. Automotive Liability Insurance coverage at least as broad as ISO CA00 01 (hired or non-owned).</li> <li>C. Workers' Compensation Insurance coverage at the statutory limits, covering its employees used in performance of this Agreement. The</li> </ul>

	<p>consultant also will require any approved subcontractors that perform services for SGA to also provide Workers' Compensation Insurance covering such subcontractor's employees.</p> <p>D. Professional Liability Insurance.</p> <p>Coverage amounts are identified in the latest version of the SGA Master Services Agreement in <b>Attachment A</b> of this RFQ. If requested by SGA, all proposers will promptly submit to SGA evidence of insurance coverage.</p>
<p><b>Other Agreement Terms</b></p>	<ol style="list-style-type: none"> <li>1. Proposers are strongly recommended to review the standard SGA Master Services Agreement in <b>Attachment A</b> of this RFQ for additional requirements of SGA contractors.</li> <li>2. Because this project is partially funded through a Sustainable Groundwater Management Grant Program awarded through the California Department of Water Resources, work under this RFQ is subject to authorization of funding from the State. Additionally, specific grant requirements apply to contractors performing work on this project. Proposers should review the provisions identified in <b>Attachment B</b> of this RFQ.</li> </ol>