



Request for Proposals

***The Marina Coast Water District wishes to contract for an individual or firm to provide
Groundwater Sustainability Planning***

Proposals due

**4:00 PM
July 20, 2017**

Proposals should be sent electronically to:
Michael Wegley, PE at
mwegley@mcwd.org

Proposals sent by mail must be directed to:
Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Michael Wegley, PE

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I. INTRODUCTION

The Marina Coast Water District ("MCWD" or "District") is taking a leadership role in sustainable groundwater management in the Districts service area. MCWD is requesting proposals from a qualified individual or firm to perform a Groundwater Sustainability Planning Study ("Study"). This Request for Proposals (RFP) is expected to result in a contract (Professional Services Agreement) with a cost not to exceed the listed amount.

The selected consultant shall perform the tasks specified in the "Scope of Work" section IV of the RFP. The consultant is encouraged to suggest additions or modifications to the scope that will enhance or clarify the study and the suggestions should be incorporated into the proposal. The District is seeking to enter into a Professional Services Agreement with an individual or organization to provide the services described in section IV.

II. PURPOSE OF THE RFP

The District is seeking proposals from qualified individuals or firms to provide a solid foundation for meeting the challenges of groundwater sustainability in the Salinas Valley Groundwater Basin. Comprehensive groundwater sustainability planning in a manner that stakeholders will agree to and implement is paramount the Districts efforts. The intent of the planning study is to assess the District's administrative information and basin setting and provide support for committee formation, technical planning, meetings inter-agency coordination, project description and physical benefits for a final report with work plan, schedule and budget by March 30, 2018. The assessment study will be used in the development and preparation the Groundwater Sustainability Plan (GSP) by January 31, 2020 meeting Sustainable Groundwater Management Act (SGMA) implementation and compliance.

The District will also be in the process for applying for a State Proposition 1 Category 2 GSP competitive grant that will comply with and meet the requirements of the GSP Regulations.

III. BACKGROUND

The Marina Coast Water District provides water service and wastewater collection service to 36,000 – 40,000 residents through approximately 8,200 connections in and adjacent to the City of Marina and on the former Fort Ord military installation. The District currently pumps all of its supply, approximately 4,200 acre-feet of water (both Marina and Ord Systems) annually from groundwater wells. The District also conveys in excess of two million gallons per day of sewage to the Monterey Regional Water Pollution Control Agency for treatment.

The District assumed responsibility for operation of the water and wastewater utilities on Fort Ord pursuant to a water/wastewater facilities agreement dated March 13, 1998. In October 2001, title to the Ord Community facilities was conveyed to the District.

Although, there are water inter-tie connections between the Marina and Ord systems, the Marina and Ord Community service areas are maintained as separate operations, with separate financial records and accounts. The District has developed capital improvement programs for both the Marina and Ord Community service areas.

The District's Central Marina and Ord Community water service areas overly portions of two Salinas Valley groundwater subbasins and part of the Seaside Adjudicated Basin. The two groundwater subbasins are the Monterey and 180/400 Foot Aquifer Subbasin. The Monterey Subbasin is ranked medium priority and the 180/400 Foot Aquifer Subbasin is ranked high priority critically overdrafted by the Department of Water Resources (DWR). Groundwater Sustainability Plans (GSP) are required by 2020 for high priority critically overdrafted subbasins and 2022 for medium priority subbasins. Thus, the District is eligible to apply for a Prop 1 Category 2 GSP grant. District wells are in the Monterey subbasin near the 180/400 Foot Aquifer Subbasin. Three wells are in Central Marina and five wells are in the Ord Community.

The District filed Groundwater Sustainability Agency (GSA) formation Notifications of Intent (NOI) for the Central Marina and Ord Community service areas that were accepted and posted by DWR. The DWR classified the District's Central Marina GSAs to be "Exclusive" and the Ord Community Service Area in "Overlap" with the Salinas Valley Groundwater Basin Sustainability Agency (SVGBSA) in both subbasins. A single basin wide GSP or separate GSPs for each subbasin and/or GSA will have to be prepared and coordinated with the SVGBSA and any other GSA that may yet be formed within the subbasins. The Clarke Colony-City of Greenfield has expressed interest in forming a GSA in the 180/400 Aquifer subbasin but an NOI remains yet to be posted by DWR. All posted and withdrawn GSAs are available on the DWR SGMA Portal website:

<http://sgma.water.ca.gov/portal/#gsa>

With the exclusive status for the two Central Marina GSAs, the District will have to coordinate GSA plans with other GSAs formed in both subbasins. The District will also have to resolve coordination issues and responsibilities with Ord Community overlaps. Development of the GSP will require considering all beneficial uses and interests of groundwater, groundwater users, managers, stakeholders and interested parties. The District will have to develop an open and inclusive process to develop, implement and operate the GSP. Opportunities for input of interested stakeholders and public comment and development of roles and responsibilities of committees and committee meetings and technical advice regarding groundwater sustainability issues in addition to regular and special Board meetings.

IV. SCOPE OF WORK

Provide support for committee formation, technical planning, meetings and agency coordination. Assess the District's administrative information, basin setting, project description and physical benefits for a schedule, budget and work plan with that will go into the grant application to develop the GSP. Advise the District on providing an open

and inclusive process to develop, implement and operate the GSP; Opportunities for input of interested stakeholders and public comment and development of roles and responsibilities of committees and committee meetings; Technical advice regarding groundwater sustainability issues in addition to regular and special Board meetings. Prepare a final report that will be used for development and preparation of the Groundwater Sustainability Plan.

It is anticipated that initial GSA Assessment for the Grant Application will be further refined with the Stakeholder process

A. Initial GSA Assessment

1. Interview Public Officials, agencies, businesses and organizations to assess formation of District GSA committees and GSP development.
2. Review and coordinate with appropriate agencies, businesses and organizations.
3. Compile available GSA support and grant application data, identify data gaps in groundwater monitoring and develop draft preliminary goals for development of a groundwater-monitoring plan meeting CASGEM requirements and consideration of existing regional models for coordination and cooperation.
4. Prioritize data gaps for basin conditions, project development and additional groundwater monitoring.
5. Identify appropriate groundwater models and boundary conditions to perform water budget analysis and assess suitability for each model based on the level of documentation, calibration and ability to assess, groundwater, surface water and seawater intrusion conditions. This analysis will include consideration of existing regional models for coordination and cooperation.
6. Formulate initial GSP project development including description, objectives, administrative information, basin setting, schedule, budget and work plan
7. Assess and make recommendations for efforts to enhance a GSP grant application.
8. Assist District in grant application preparation.

B. GSA Stakeholder Development

1. Develop committee meetings that will allow for discussion and comment from stakeholders.
2. Hold four to five Advisory Committee meetings and two to three Technical Committee meetings for planning this activity.

3. Prepare agendas and moderate meetings; provide meeting notes and summaries.
4. Make presentations at three to four GSA Board Meetings on stakeholder development, committee meeting activities and GSP planning progress.

C. Final Report

1. Refine Initial GSA Assessment based on the input and evaluation of Stakeholder Development and further refinement of project description, objectives, administrative information, basin setting, basin conditions, schedule, budget and sustainable groundwater management work plan.
2. Identify sustainable goals, measures & objectives, interim milestones and undesirable results for consideration in the development of the GSP.
3. Prepare a report supplied in both hard copy and electronic format on GSA assessment, Stakeholder development, Committee meeting activities and planning progress, and planning recommendations for development of the GSP between July 1, 2018 and January 31, 2020.
4. Provide supporting conclusions and observations.
5. Present the information to the Board of Directors and the Public at one GSA Board workshop meeting.

D. Perform general project management and coordination activities including progress reports; cost, budget, and schedule tracking; and periodic status updates

1. Timeline - The District wishes to submit a GSP grant proposal October 2017 and the coordinated Groundwater Sustainability Plan or Plans to the State Water Resources Control Board ("Water Board") by January 31, 2020. Please provide a timeline of the proposed Study to be completed by March 31, 2018 for a Board workshop presentation between April and June 2018. The project timeline must incorporate necessary time and tasks for review of the study, development and mailing of notices, and approval by the MCWD Board of Directors. The District Board meetings are held on the first and third Monday of the month.
2. Groundwater Sustainability Agency
 - a) Work with District staff to define and refine the project scope, purposes, uses and goals of the GSP development to ensure it is accurate and appropriate for the District's needs.
 - b) Meet with staff to conduct interviews as needed to gain an understanding of the District's GSA stakeholders.

- c) Work with the Engineering Department in developing GSP provisions, categories, and criteria.
- d) Develop a Planning Study that:
 - (1) *Establishes a description, objectives, administrative information, basin setting, basin condition, schedule, budget and sustainable groundwater management work plan.*
 - (2) *Complies with SGMA requirements.*
 - (3) *Allows for additions, revisions, or removal of program and project elements so that the plan can be easily adapted to a range of activities both simple and complex.*
 - (4) *Provides the ability for District staff to continuously update the plan to accommodate organizational changes.*

E. *Groundwater Sustainability Agency Study*

The District desires to implement the Study for GSP development in conjunction with the Fiscal Year 2018-2019 and 2019-2020 Budgets. Please provide a timeline of the proposed GSP.

V. PROPOSAL FORMAT AND CONTENT

The proposal for the Study shall include the information specified within this Proposal Format and Content section. Submit four copies of the proposal. A title page should separate the Study. If responses are the same for any section, reference can be made within the proposal to avoid duplication. The numbering sequence and titles for each section shall follow the format as contained in this Request for Proposal.

A. General

- 1. Title page showing the request for proposal's subject; the firm's name, the name, address and telephone number of a contact person; and the date of the proposal
- 2. The title page should indicate "Proposal for Groundwater Sustainability Planning" or "Proposal for Groundwater Sustainability Planning Study"
- 3. Table of contents
- 4. Signed letter briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement

5. A statement that the proposal is a firm and will be valid for sixty (60) days.
 6. Signature of a person authorized to bind consultant to the terms of the proposal.
- B. Desired Expertise:
1. Experience compiling and authoring public agency plans. Ability to produce effective written and graphic products. Experience in data collection and synthesis of data, maps, policies, existing plans, and materials to write plan from one voice.
 2. Ability to coordinate and work with large, multi-faceted planning teams including Water Agency, Cooperating Entities, grantor, technical advisory committee (TAC) members, stakeholders and public.
 3. Development of and facilitating stakeholder decision-making processes. Strong collaboration, organizational, and facilitation skills. Development of presentation materials and presentation skills.
 4. Strong familiarity with watershed and natural resource planning standards and guidelines, State Water Resources Control Board SWRP Guidelines and Central Coast Regional Water Quality Control Board Basin Plan, TMDL criteria, and water supply, water quality and beneficial use priorities and regulations.
 5. Familiarity with Central Marina, the Ord Community, the 140/400 Aquifer Subbasin, The Monterey Subbasin and its stakeholders.
 6. Experience in conducting field investigations to determine local soil, vadose zone, groundwater conditions, hydrogeology and seawater intrusion. Experience and expertise in conducting evaluations to determine soil type, vadose zone properties, geology, local surface water and groundwater characteristics and condition.
- C. Qualifications and References
1. Qualifications of the firm
 - a) Identify the size of your firm and the location of the office from which the work will be conducted
 2. References
 - a) Please provide a list of consulting experiences similar to the type and size of MCWD
 - b) List three (3) client references that are of similar size and scope of service utilization as the Agency. Please indicate that information next to

the description of services provided. Include the following information for each reference:

- Customer name
- Contact name and title
- Telephone and fax number
- Street address, State, zip code
- Number of Years as Customer
- Description of services provided

The Agency reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

c) Qualifications of Professional Staff – Identify the key engagement partners, managers, and other staff members who would be assigned to conduct the Study and indicate their qualifications.

d) Subcontractors – Please clearly indicate whether subcontractors will be used in fulfilling either proposal. If the firm plans to use subcontractors, please provide an overview of the firm, project involvement, and qualifications of staff

D. Study Approach

1. Describe your approach to this project any special ideas, techniques or suggestions that you think might make the project proceed more smoothly.

2. Set forth a work plan, including an explanation of the methodologies to be followed to perform the services required of this proposal. Indicate what type of documents will be referenced in performing this project, such as the District's related materials and data

3. The proposal shall provide a listing of the records and documentation that the District is expected to provide

4. The proposal shall describe your schedule for the project.

E. Fee Proposal and Agreement (Under Separate Cover)

1. A copy of the proposed agreement is attached (Attachment A). Evidence of Insurance and IRS Form W-9 must be received prior to agreement implementation.

2. A fee proposal separate from the technical proposal shall be provided in a sealed envelope containing the Cost Proposal for the consultant services.

3. A separate page shall be provided containing fee schedule for additional services.
4. The fee proposal for the project shall be proposed as a not-to-exceed fee broken out for each separate section in the scope of services. The fees are to be based upon the hourly wages to be included in Consultant's proposal.
5. Unanticipated requirements: Provide an hourly rate for each category of employee (i.e., principal, project manager, etc.) and fee for related support costs (mileage, blueprint, reproduction, etc.). Also include a breakdown showing a typical "per meeting cost", assuming a project manager for a half day, with meeting minutes and other associated costs, such as travel expenses.
6. The fees shall include all expenses other than duplication of documents. The District will not pay an extra amount for out-of-pocket costs for travel, lodging, telephones, etc.
7. Include two original signed (ink) copies of the proposed agreement and evidence of insurance meeting District's requirements with the Fee Proposal. The District will return one countersigned original agreement to the successful firm or individual and keep one for the District. Evidence of Insurance must be received prior to agreement implementation.
8. If unable to sign the proposed agreement as is, please state the reason(s) and proposed change(s) that would make the agreement acceptable for signature.

VI. EVALUATION OF PROPOSALS AND NEGOTIATIONS

All proposals submitted will be reviewed by an evaluation panel consisting of the Marina Coast Water District and/or other personnel. At the completion of the proposal review, the panel may elect to invite the top scoring firms to make a presentation at no cost to the District. The District may request Best and Final offers. Based on the presentation and the Best and Final offers, if requested, the panel will select the proposal that best fulfills the District's requirements. The District may negotiate with that firm to determine final pricing, and contract form. There will be no public opening and reading of bids.

Proposals will be evaluated on the following criteria:

- Qualifications of the firm
- Qualifications of the personnel
- Related experience
- References
- Ability to understand the Agency's needs

- Completeness of response
- Reasonableness of cost and price
- Availability schedule

A selection panel will be convened of District staff, which will include Engineering, Customer Service, and possibly other departments.

VII. CONDITIONS AND STIPULATIONS

The District reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any non-material irregularities or informalities and to request additional information and clarification regarding any particular service from the proposing firms.

By requesting proposals, the District is in no way obligated to select any proposal or pay expenses of the proposing firms in connection with the preparation or submission of a proposal. The District reserves the right to reject any firm for any reason. The proposal should be the best effort possible by the firm, since the District reserves the right to award the contract with no further negotiations. Conversely, the District reserves the right to negotiate with the successful proposer any additional terms and conditions not contained in their proposal, which are in the best interest of the District or to otherwise revise the scope of this RFP. All proposals, whether accepted or rejected, shall become the property of the Marina Coast Water District. All proposals received become public records. The District's decision to award a contract will be based on many factors including, but not limited to service, cost, experience, and ability to deliver, or for any other reason deemed by the District to be in the best interest of the District. No single factor, such as cost, will determine the final decision to award. This RFP and the firm's response, including all promises, warranties, commitments, and representations made in the successful proposal, shall become binding contractual obligations, and will be incorporated by reference in the final agreement between the Marina Coast Water District and the selected firm. All terms and conditions not specifically identified as exceptions will be considered acceptable to Contractor.

VIII. ESTIMATED TIMELINE (DATES ARE SUBJECT TO CHANGE)

- June 22, 2017 – Distribution of RFP
- July 10, 2017 – Deadline for questions
- July 20, 2017 – Closing Date
- July 24 – 27, 2017 – Proposal evaluations and possible interviews
- August 7, 2017 – Present Recommendations to District Board for contract award
- August 17, 2017 – Notice to Proceed
- October 2017 – Grant Application
- March 30, 2018 – Final Report
- April 16, 2018 – Board Workshop

IX. CONTACTS

For questions regarding the scope of the proposal or the proposal process, please submit questions through email only to:

Michael Wegley, District Engineer at mwegley@mcwd.org

X. DEADLINE FOR SUBMISSION OF PROPOSALS

The District must receive proposals by July 20, 2017, 4:00 PM:

Electronic Submissions should be sent to:

Michael Wegley, District Engineer at mwegley@mcwd.org

Physical and U.S. Mail Address:

Marina Coast Water District
Michael Wegley, District Engineer
11 Reservation Road
Marina, CA 93933

Proposals must be received by the deadline of July 20, 2017, 4:00 PM. Postmark does not constitute receipt.

XI. ATTACHMENTS

Exhibit A: MCWD Professional Services Agreement

Thank you for your interest in working with the Marina Coast Water District for this service. We look forward to receiving your proposal.