

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR
MADERA COUNTY WATER AND NATURAL RESOURCES
GROUNDWATER MONITORING WELL INSTALLATION
MADERA AND CHOWCHILLA SUBBASIN**

RFQ 2019-001

ANNOUNCEMENT

It is the intent of the Madera County (County) to secure the services of a Consultant to assist with implementation groundwater monitoring wells in the Chowchilla and the Madera Subbasin (Subbasins) in and near severely disadvantaged communities (SDACs).

DATE OF ADVERTISEMENT: Monday, January 16, 2019

DEADLINE FOR SUBMITTAL: Friday, February 15, 2019

1. PROJECT INFORMATION

Background Information

The State of California has awarded a grant to Madera County in the amount of \$5,000,000 for installation of groundwater monitoring wells and development of groundwater sustainability plans (GSPs) for the Madera and Chowchilla subbasins (Subbasins). This particular RFQ is only regarding the installation of groundwater monitoring wells in the Subbasins in and near severely disadvantaged communities (SDACs). Approximately \$1,880,000 is available total for \$940,000 in the Madera Subbasin and \$940,000 in the Chowchilla Subbasin.

Project Scope

There are four categories of tasks described below.

- Category 1: Well Planning and Permitting
- Category 2: Test Hole Drilling and Monitoring Well Installation
- Category 3: Monitoring Well Sampling and Instrumentation
- Category 4: Monitoring Well Installation Reporting

Category 1: Well Planning and Permitting

Task A: Evaluation of Monitoring Well Sites

While maps of general locations are available (in attachments), Consultant will need to determine specific sites for installation of monitoring wells, review and utilize available data and information to refine the preliminary data gap analysis of the project area and identify areas where monitoring wells may be constructed. This will include evaluating each potential monitoring well site based on siting and construction feasibility. Property easements/access agreements (if required) need to be obtained.

Deliverables:

- Monitoring Site Selection Technical Memorandum
- Property easements/agreements (if required)

Task B: Monitoring Plan

Consultant will need to develop Monitoring Plan in accordance with the descriptions in Exhibit K of grant agreement. If Monitoring Plan draft exists, consultant may be asked only to modify it as necessary.

Deliverables:

- Monitoring Plan

Task C: Environmental Compliance and Permitting

Consultant will need to comply with applicable environmental requirements, including CEQA, and prepare and file required environmental documentation and submit to DWR's Project Manager as set forth in Paragraph D.7. Consultant will determine permitting requirements for borehole drilling and monitoring well installation and obtain necessary permits and submit to DWR's Project Manager as stated in Paragraph 14.

Deliverables:

- Copies of all required permits
- Environmental Information Form
- CEQA and other environmental documentation (as required)

Category 2: Test-Hole Drilling and Monitoring Well Installation

Task A: Technical Specifications and Bidding

Consultant will prepare technical specifications and bidding package for the drilling of boreholes and construction of nested (multiple wells in one borehole) monitoring wells. Consultant will prepare an agenda and conduct a pre-bid meeting with prospective contractors to review elements of the project and review technical and logistical aspects of the well construction and testing specifications. Consultant will issue any addenda and respond to requests for information from contractors throughout the bidding period.

Deliverables:

- Bidding Documents and awarded contract(s)

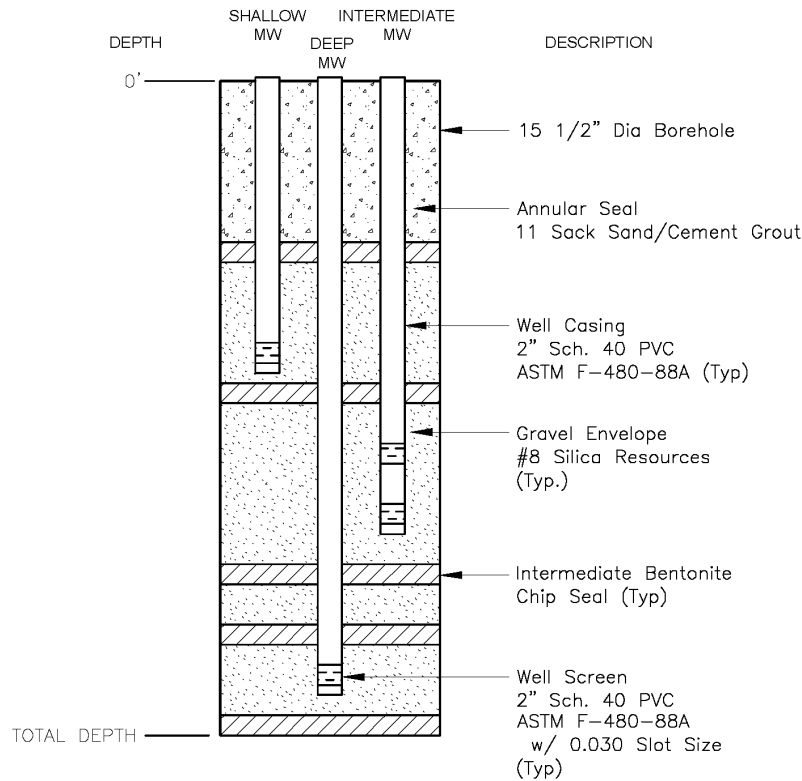
Task B: Drilling and Monitoring Well Installation

Consultant will develop a conceptual site plan prior to drilling. Consultant will conduct a subsurface investigation at each site including borehole drilling, collection of lithological samples, and geophysical log surveys. Consultant will evaluate the subsurface geology at each site using interpretation of drill cutting samples and downhole geophysical logs, identify depth zones to be targeted for installation of individual monitoring wells that will allow for the collection of zone specific groundwater levels and water quality samples.

It is anticipated that seven of the nested groundwater monitoring wells consisting of three separate well casing strings installed within a single borehole and hydraulically separated by intermediate seals, would be constructed at each of the seven selected monitoring sites. An example diagram of a nested monitoring well design, similar to what is planned for this project, is below. The proposed dedicated

groundwater monitoring facilities would specifically target depth zones of interest within the Upper and Lower Aquifers, depending on the regional hydrogeology and the lithology encountered during the drilling.

EXAMPLE MONITORING WELL PROFILE



CAD FILE: Clerical(X)/2017/17-091 Madera Co.-Chowchilla Subbasin GSP Development/Grant Application/Attachment 3 DATE: 10-17-17 1:40 pm



ATTACHMENT 3: FIGURE 4
Typical Monitoring Well

Consultant will prepare a monitoring well design based on the information and analysis from the borehole data. Well designs will adhere to DWR Water Well Standards as outlined in Bulletin 74-81 and its companion Bulletin 74-90, and applicable local agency permitting requirements. Drilling and monitoring well installation and development will be overseen by a California Professional Geologist, or someone working under the direct supervision of a California Professional Geologist. Each monitoring well will be developed to remove drilling fluids from the filter pack and the evaded zone.

Deliverables:

- Conceptual Site Plan
- Geophysical logs
- Draft monitoring well construction diagrams

- Well development records

Category 3: Monitoring Well Sampling and Instrumentation

Task A: Groundwater Sampling

Water samples from each monitoring well will be collected and submitted to a state certified laboratory for general mineral, general physical, and inorganic constituent analyses.

Deliverables:

- Water sample analytical results

Task B: Instrumentation for Water Level Monitoring

Consultant will equip each of the monitoring wells with continuous and automated water level monitoring instrumentation. Consultant will collect automated water level measurements in each monitoring well using submersible pressure transducers with data loggers. Consultant will install transducers inside the well casing at a depth sufficient to record the full range of seasonal water levels.

Deliverables:

- Pressure transducer specifications and installation details

Category 4: Monitoring Well Installation Reporting

Prepare Monitoring Well Installation

The monitoring well installation report will be prepared under supervision of and stamped by a California Professional Geologist, or other appropriate California licensed professional.

Deliverables:

- Monitoring well installation report

The Consultant shall bear all costs associated with the preparation and submission of the response to this RFQ. The County reserves the right to reject any and all proposals, to terminate the process at any time (and recommence it at a later time from the beginning), to waive any informalities or irregularities in any submittal, to award in whole or in part to one or more Consultants or take any other such actions that may be deemed in the best interest of the County.

2. SCHEDULE

The following timetable should be used as a working guide for planning purposes. The County reserves the right to adjust this timetable as required during the course of the RFQ process.

Project Title: Groundwater Monitoring Well Installation for the Madera and Chowchilla Subbasins (schedule subject to change)

	Monitoring Well Installation	Start Date	End Date
1	Well Planning and Permitting	03/01/2019	05/01/2019
2	Test Hole Drilling and Monitoring Well Installation	05/01/2019	01/01/2020
3	Monitoring Well Sampling and Instrumentation	11/01/2019	01/01/2020
4	Monitoring Well Installation Reporting	12/01/2019	01/31/2020

3. ELIGIBILITY

1. In addition to other requirements stated in this document, to be eligible to respond to this RFQ, the Consultant must have successfully completed, within the past three years, similar projects and services to those in this RFQ. Each Consultant shall meet all legal, technical and professional requirements for providing the requested services.
2. The County reserves the right to make investigations of the Consultants' qualifications or any of its sub-consultants, to contact former employers or clients to confirm qualifications as it deems appropriate.
3. Proposals are to be concise and include only those items that are relevant to the Project Scope.
4. At a minimum there must be at least one registered Civil Engineer and/or registered Professional Geologist on the team, either as the Primary Consultant or sub-consultant.
5. Only one firm shall be identified as the Primary Consultant for each Response. If other firms are part of the same Response, they shall be identified as sub-consultants. A Primary Consultant shall not be a part of any other team as a sub-consultant. Sub-consultants can join any number of Primary consultants submitting a Response to this RFQ.
6. All sealed Proposal packages must be received at the at the Administration Office Front Desk, Fourth Floor, Department of Water and Natural Resources, 200 W. 4th Street, Madera, CA 93637, on **February 15, 2019 by 3:00 p.m. PDT**. All Responses received after the due date and time will be returned to the Consultant unopened.

4. QUESTIONS AND CLARIFICATIONS

1. Written requests regarding information or clarification in reference to this RFQ must be submitted, in writing, within the timeframe identified. Include the project number with each question. Send all questions by e-mail by **January 30, 2019 at 3:00 p.m.** Pacific Daylight Time (PDT) to:

Jeannie Habben
Madera County
Department of Water & Natural Resources
E-mail: jeannie.habben@maderacounty.com

2. Consultants must clearly understand that the only official answer or position of the County will be the one stated in writing. Questions seeking clarification or interpretation of the RFQ must be made in writing via email to the contact persons listed above. No inquiries received after the deadline will be considered. The question asked, along with any written response made thereto by the County, will be distributed as an amendment to the RFQ to all the persons on the bidders list. However, the County is not obligated to respond to any question asked, and the County's failure to respond to any such question will not relieve the Consultants of any obligations or conditions imposed by this RFQ. Written response to the questions will be issued as an amendment no later than seven (7) calendar days before the Proposal due date.
3. If the County finds it necessary to add to, or amend this document prior to the Response submittal deadline, the County will issue written addenda/addendum after the Meeting and distribute it to all the persons on the bidders list. Each Consultant must acknowledge receipt of each addendum by signing the acknowledgement (Appendix A) and providing it with its Response.
4. The County shall keep a record of the proposers list. To be on the County's proposers list please contact:
Jeannie Habben
Madera County
Department of Water & Natural Resources
E-mail: jeannie.habben@maderacounty.com

5. FEES AND INSURANCE

Proposals shall include estimated fees (in a separate, sealed envelope) to complete the project as described under Project Scope:

1. Estimated fees must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project.
2. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in item (a) above, if applicable.
3. Insurance coverage for proposed services shall include general liability and property damage insurance that shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.

4. The selected firm shall provide within ten (10) calendar days after the notice of award is issued a copy of their existing liability insurance certificate naming the County of Madera and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.

6. PROPOSAL SUBMITTAL

1. All sealed Proposal packages must be received at the Front desk in the Department of Water and Natural Resources, 4th Floor, 200 West 4th Street, Madera, CA 93637, on **February 15, 2018 by 3:00 p.m.** PDT. All Responses received after the due date and time will be returned to the Consultant unopened.
2. Each consultant shall submit one (1) original of each Response, and one (1) electronic copy in PDF. The sections shall follow the order given below. No material other than that listed in this Section shall be included in the Response.
3. Cover Letter - A cover letter (limited to two pages) indicating the interest in providing the services to the County and a statement on why the consultant should be selected for the award. The letter shall include the name of the Prime Consultant and any sub-consultant.
4. Table of Contents - A one-page table of contents identifying the sections and page numbers.
5. Organization Chart - A one-page, proposed organization chart identifying key professionals and sub-consultants, and their area(s) of responsibility.
6. Qualifications - Up to five (5) pages, for resumes of the persons, including the Project Manager, Registered Civil Engineer and/or Registered Professional Engineering Geologist that will be assigned to the project. The resumes shall include a description of projects providing services similar to those identified in the scope of services, and will identify individuals' roles and responsibilities on those projects.
7. Project Understanding and Approach – Up to ten (10) pages, summary of the approach to be taken for the project. A definitive work program and schedule, including schedule for completion of the major milestones. Identify and include all tasks not under Consultant's control, and provide estimated times based upon prior experience. List any information and tasks expected from the County. Any information or tasks needed but not listed is the responsibility of the winning bidder.
8. Project Experience, Success and References - Up to five (5) pages, a description of projects providing services similar to those identified in the scope of services. The emphasis shall be given to the projects in California AND the tasks performed by the persons identified in the Response. Include in the project descriptions (a) the length of the contract; (b) the scope of services provided; (c) the type of contract (pro bono, retainer, project-based fee, other); (d) specific accomplishments, if any; and (e) a contact name, phone number and e-mail address for each client to serve as a reference. If the consultant team includes sub-consultant(s), there must be at least one project for each sub-consultant.

9. Sealed Fee Proposal - The fee proposal shall be enclosed in a separate, sealed, envelope identified as "Fee Proposal Madera County RFQ 2019-001 AD Services."

10. All costs for preparation of proposals shall be borne by the proposer.

7. EVALUATION AND SELECTION

1. The County will select one firm for the outlined Scope of Service on the basis of qualifications and experience. Designated staff of the County will conduct a review and evaluation of all proposals and may, if necessary, invite proposers to interview. The County will review and evaluate proposals against the following criteria:

#	Description	Points
1	Qualifications: Do the qualifications of key personnel to be assigned to working on the Project Scope demonstrate sufficient experience and expertise?	25
2	Understanding and Approach: Based on the information provided and other available information, does the proposer understand the needs and goals and the obligation to minimize costs while at the same time achieving optimum results?	30
3	Project Experience and Success: Has the proposing firm demonstrated that they, or the staff assigned to the engagement, successfully completed services, similar to those specified in the Project Scope section of this RFQ?	25
4	References: Are the firm's references from past clients and associates favorable?	20

2. County staff will review the proposals and select the one that they believe is most advantageous to the County, prior to opening the fee proposal envelope.

3. The County may elect to conduct an oral presentation/interview of the shortlisted firms. In which case, the three (3) highest ranking proposals will be short listed and invited to an oral presentation/interview. Additional details on the oral presentations will be provided to the short-listed Consultants.

4. The fee proposal will be used as a basis for negotiations with the selected Consultant of a final scope of work and proposed fee arrangement. If no acceptable arrangement can be negotiated, the County may terminate talks with the highest-ranked Consultant and initiate negotiations with the next-ranked Consultant, and so forth until a final agreement is reached. This agreement will then be recommended to the Board of Supervisors for approval.

5. The County reserves the right to award the consultant service contract to the firm that, in the sole judgment of the County, can best accomplish the desired results. Selection criteria include, but are not limited to, consideration of the Consultant's qualifications and experience, the Consultant's understanding of and approach to the project, and the negotiated fee for services.

6. This request does not constitute an offer of employment or to contract for services.

7. The County reserves the option to reject any or all proposals received in response to this request for Proposals, wholly or in part.
8. The County reserves the right to retain all proposals, whether selected or rejected.
9. The successful Consultant will be expected to enter into a contract of substantially the same format as the attached sample form.

8. PROFESSIONAL SERVICES AGREEMENT

A copy of the County's Master Contract template is attached (Attachment B) for review. It is expected that the proposer will be required to comply with the terms of the template agreement including all insurance and indemnity provisions. The County reserves the right to modify the attached Standard Template as it deems appropriate.

Attachments

Attachment A: Agreement Number 4600012717 - 2017 PROPOSITION 1 SUSTAINABLE GROUNDWATER PLANNING (SGWP) GRANT – Chowchilla Subbasin

Attachment B: Map of potential New Groundwater Monitoring Locations – Chowchilla Sub-basin

Attachment C: Agreement Number 4600012745 – 2017 PROPOSITION 1 SUSTAINABLE GROUNDWATER PLANNING (SGWP) GRANT – Madera Subbasin

Attachment D: Madera County's Master Contract template

