

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
MADERA COUNTY WATER AND NATURAL RESOURCES
DEPARTMENT
RATE STUDY FOR COUNTY GSAs
RFP 2019-03**

ANNOUNCEMENT

It is the intent of the Madera County Department of Water and Natural Resources to secure a qualified firm/professional to determine the level of funding required to adequately fund and sustain the three County Groundwater Sustainability Agencies (GSAs) through a regulatory fee. A rate study will be based on a comprehensive review of historical, current and future needs with a cost of services analysis to determine a fair and reasonable rate structure that will adequately fund and sustain the Groundwater Sustainability Agencies.

DATE OF ADVERTISEMENT: Monday, February 25, 2019

DEADLINE FOR SUBMITTAL: Friday, March 22, 2019

1. PROJECT INFORMATION:

The Sustainable Groundwater Management Act (SGMA) establishes a new structure for managing California’s groundwater. The GSA is a local agency who has water supply, water management or land management authority and can assess the conditions of their local basins, adopt locally-based sustainable management plans to create drought resiliency, and improve coordination between land use and groundwater planning. More specifically, this locally-controlled effort will protect the basin from overdraft, create sustainable water supplies, and supports a stable and growing economy, including agriculture.

The County is the GSA for three separate areas in three subbasins (Madera, Chowchilla and Delta-Mendota). These areas are often referred to as “white areas” or “islands,” and are areas without other GSA representation. The total land of these areas, is made up of a total of 220,600 acres of which 119,900 acres is irrigated land.

The intent of the cost services analysis is to independently assess, evaluate the needs of the County GSAs, and ascertain the costs to fulfill the needs of that GSA. This would include all qualifying activities eligible and considered a regulatory fee, and thus exempt from Proposition 26.

These activities are as follows:

- Administrative services
- Communication and Outreach
- Grant applications and grant administration

- Technical Support services
- Legal services
- Professional services
- Supplies
- Studies
- Contingency under Water Code section 10730 allows for “a prudent reserve”

The Rate Study will provide an initial review of options for the Board of Supervisors, several outreach meetings with stakeholders, and a final report that will support a recommendation and presentation to the Board of Supervisors.

It is anticipated that after the adoption of the GSP, the County GSAs will need programmatic funding through a Proposition 218 proceeding; though the anticipated Proposition 218 proceeding is not within the scope of this RFQ. Potential programmatic costs might include:

- Land acquisition and building of recharge basins
- Purchasing water supply
- Water rights applications/permits
- Dry well fund and/or expansion of water distribution systems
- Technology for tracking water use over time
- Other activities necessary to implement the plan

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.

RATE STUDY FOR GSA SUSTAINABILITY

(schedule subject to change)

	Rate Study Parameters	Start Date	End Date
1	Revenue Requirement Analysis	04/15/2019	05/15/2019
2	Cost of Service Analysis	05/15/2019	06/15/2019
3	Rate Design Analysis	06/15/2019	07/15/2019
	Final Report and Recommendations	07/15/2019	08/15/2019

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. 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.
5. 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 **March 22, 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 **March 8, 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 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 **March 22, 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, Economist, and a Registered Civil Engineer 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 *"Rate Studies for County GSAs RFQ 2019-003."*
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?	25
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?	25

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 A) 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: Madera County's Master Contract Template

Attachment B: Subbasin Maps