

**REQUEST FOR PROPOSALS AND PROPOSALS FOR  
MADERA COUNTY  
WATER AND NATURAL RESOURCES  
Madera Subbasin  
Domestic Well Inventory and Installation of Monitoring Wells  
RFP 2020 - 09**

**ANNOUNCEMENT**

On behalf of the Madera Subbasin, it is the intent of the Madera County to secure a qualified firm/professional to perform a domestic well inventory and install two nested monitoring wells in the Madera Subbasin. This contract would ideally begin on or around January/February 2021.

**DATE OF ADVERTISEMENT:** Monday, November 2, 2020

**DEADLINE FOR SUBMITTAL:** Tuesday, November 24, 2020 at 3 p.m. PST

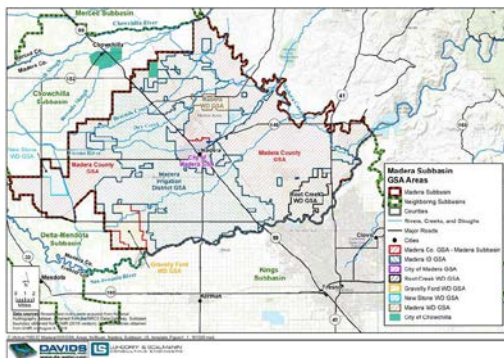
**PROJECT INFORMATION:** This project is a combination of two necessary services for the Madera Subbasin through a Prop 68 Planning grant: 1. An inventory of domestic/residential wells in the Madera Subbasin and 2. installation of two new nested monitoring wells.

This contract is capped at \$315,000 with \$105,000 for the domestic well inventory and \$210,000 for installation of the two nested monitoring wells. These are costs in the grant and can't shift between categories.

The domestic well inventory would create a master list of domestic/residential wells in the Madera Subbasin using the DWR Well Completion reports, County records of wells drilled, and mapping of homes/assessor's records and potentially other records. The installation of two nested monitoring wells would be driven by concentrations of domestic wells mapped. Additional information is available in the grant application.

**PROJECT LOCATION**

Work for the Madera County Department of Water and Natural Resources will be within the Madera Subbasin.



## SCHEDULE (schedule subject to change)

	High Level Task	Start Date	End Date
1	RFPs will be accepted	11/2/2020	11/24/2020
2	Question and answer period	11/2/2020	11/13/2020
3	Evaluation period of the RFPs	December 2020	December 2020
4	Contract negotiation	January 2021	January 2021
5	Contract goes to the Board of Supervisors	January 2021	January 2021
6	Work begins	February 2021	June 2022

## ELIGIBILITY

1. In addition to other requirements stated in this document to be eligible to respond to this RFP, the Consultant must have successfully completed, within the past five years, similar services to those in this RFP.
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 RFP.
5. All proposals must be emailed to Stephanie Anagnoson at [Stephanie.Anagnoson@maderacounty.com](mailto:Stephanie.Anagnoson@maderacounty.com) by **November 24, 2020 by 3:00 p.m. PDT**. All Responses received after the due date and time will be returned to the Consultant unopened.

## QUESTIONS AND CLARIFICATIONS

1. Written requests regarding information or clarification in reference to this RFP must be submitted, in writing, within the timeframe identified. Send all questions by e-mail by **November 13, 2020 at 3:00 p.m. PDT** to: Stephanie Anagnoson [Stephanie.Anagnoson@maderacounty.com](mailto:Stephanie.Anagnoson@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 RFP 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 RFP 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 RFP. Written response to the questions will be issued as an amendment no later than seven 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 and distribute it to all the persons on the bidders list.
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](mailto:jeannie.habben@maderacounty.com)

## **FEES AND INSURANCE**

1. Submit an itemized fee schedule or rate sheet as a basis for all proposed service. Also, include an estimate of the total cost. Typically, the more detailed the cost proposal, the better.
2. 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.
3. The selected firm shall provide within ten 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.

## **PROPOSAL SUBMITTAL**

1. All proposals must be received via email to [Stephanie.Anagnoson@maderacounty.com](mailto:Stephanie.Anagnoson@maderacounty.com), by **November 24, 2020 by 3:00 p.m.** PDT. All proposals received after the due date and time will be returned to the Consultant unopened.
2. 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 pages, for resumes of the persons. 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 five 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. List any information and tasks expected from the County.
8. Costs – 1-2 pages that include costs for the proposed work.
9. Project Experience, Success and References – Up to five 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.
10. All costs for preparation of proposals shall be borne by the proposer.

## EVALUATION AND SELECTION

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?	20
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?	20
3	Costs: Are the costs reasonable and appropriate for the services offered?	20
4	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 RFP?	20
5	References: Are the firm's references from past clients and associates favorable?	20

1. County staff will review the proposals and select the one that they believe is most advantageous to the County.

2. The County may elect to conduct an oral presentation/interview of the shortlisted firms. In which case, the three 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.
3. 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.
4. This request does not constitute an offer of employment or to contract for services.
5. The County reserves the option to reject any or all proposals received in response to this request for Proposals, wholly or in part.
6. The County reserves the right to retain all proposals, whether selected or rejected.
7. The successful Consultant will be expected to enter into a contract of substantially the same format as the attached sample form.

## **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 Professional Services Agreement

Attachment B: Grant Application to DWR