

REQUEST FOR QUALIFICATIONS
For
Madera County Groundwater Sustainability Agency
Measurement Comparisons
RFQ 2022-02

ANNOUNCEMENT

It is the objective of this Request for Qualifications (RFQ) for Madera County (County) to award a contract or contracts for independent third-party review and evaluation of flow meter data to County-determined ETAW values from remote sensing. Additional comparisons to Open ET data may be necessary or other industry-standard estimates for water use.

DATE OF ADVERTISEMENT: Wednesday, November 2, 2022

DEADLINE FOR SUBMITTAL: Wednesday, November 30, 2022

1. PROJECT INFORMATION

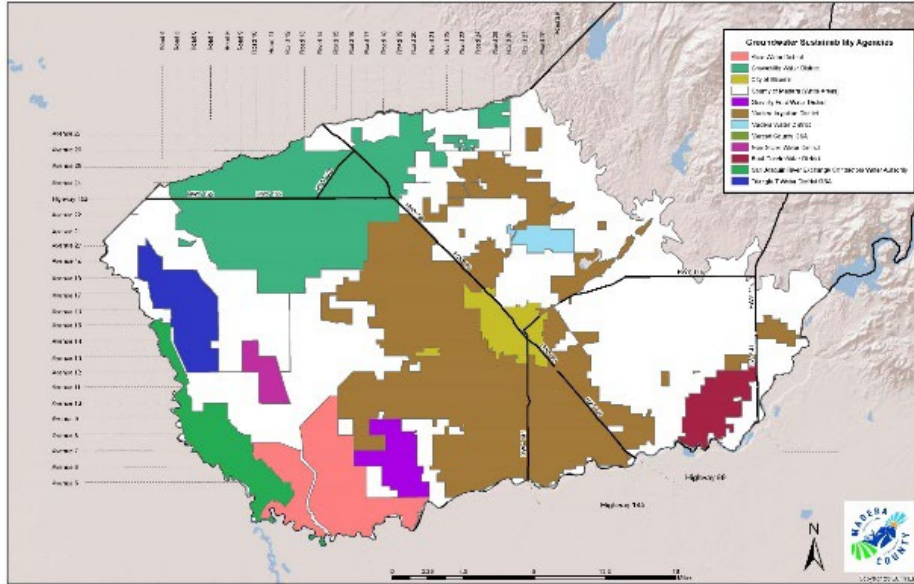
Madera County GSA is composed of three groundwater sustainability agencies (GSAs) managed by Madera County. These are also called “white area” and consist of both irrigated and non-irrigated land within Madera County. There are approximately 120,000 irrigated acres within 220,000 acres total. There are approximately 370 separate farm units that track water use of one or multiple parcels.

Madera County GSA currently has a multi-year contract with Irrigate to provide ETAW data derived using remote sensing, and to track and report ETAW by farm unit (i.e., a collection of parcels owned and/or managed by the same party). As an alternative to the County-derived determination of ETAW through Irrigate, the Madera County GSA has an option for using meter data with meters that are calibrated or flow tested and installed correctly.

Some growers may choose to appeal ETAW data using meters for 2022. This RFQ seeks a consultant to perform the third-party evaluation of meter data.

2. PROJECT LOCATION – Madera County GSA

The Madera County GSA is the “white areas” on the map shown below, and includes area in the Madera, Chowchilla and Delta-Mendota Subbasins. It does not include those lands shown in color, which are part of other GSAs.



3. SCHEDULE

The following timetable should be used as a working guide for planning purposes in 2023. The County reserves the right to adjust this timetable. The County anticipates the contract would be awarded for a multi-year period.

	Appeals Process	Start Date	End Date
1	Appeals process for 2022 – Staff review of materials provided by growers (review for component completeness)	1/1/2023	1/30/2023
2	Appeals process for 2022 – Third party review of materials provided by growers	2/1/2023	3/1/2023

4. ELIGIBILITY

1. In addition to other requirements stated in this document, to be eligible to respond to this RFQ, the Consultant must have experience with similar projects and services to those in this RFQ. Each Consultant shall meet all legal, technical, and professional requirements necessary to provide the requested services.
2. The County reserves the right to investigate the Consultants' qualifications or any identified sub-consultants, and to contact referenced 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. 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 **November 11, 2022 at 3:00 p.m. PDT** to:

Stephanie Anagnoson
Madera County
Department of Water & Natural Resources
E-mail: 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 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.

6. FEES AND INSURANCE

Proposals shall include hourly rates and include:

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.

7. PROPOSAL SUBMITTAL

1. All proposal packages must be received at the in the Department of Water and Natural Resources **November 30, 2021 by 3:00 p.m. via email to:**
stephanie.anagnoson@maderacounty.com

All Responses received after the due date and time will be returned to the Consultant unopened.

2. 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.
3. Table of Contents - A one-page table of contents identifying the sections and page numbers.
4. Organization Chart - A one-page, proposed organization chart identifying key professionals and sub-consultants, and their area(s) of responsibility.
5. Qualifications - Up to three (3) pages, for resumes. 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.
6. Project Understanding and Approach – Up to three (3) 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.
7. Project Experience, Success, and References - Up to three (3) 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.

8. Fees

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

8. EVALUATION AND SELECTION

1. The County will select a firm or firms 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(s) 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 qualifications, 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.

9. 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: Staff Checklist for Meter Data
Attachment B: Madera County's Master Contract template

Attachment A

√	Staff Checklist for Flow Meter Data for Appeal
	Required Elements
	Totalizing flow meter data for all wells used to pump groundwater to irrigated areas
	Evidence of meters being installed and maintained per manufacturer's specifications
	Engineer certification of flow meters within two years of appeal date or flow meter test stamped/certified
	Monthly readings and photos of the meter read for each meter
	Detailed and legible map of areas being irrigated
	Optional Elements
	Accounting for any additional sources of water