

**REQUEST FOR QUALIFICATIONS  
FOR  
MADERA COUNTY GSA, MADERA SUBBASIN  
DOMESTIC WELL INSTALLATION  
RFQ - 20251**

**ANNOUNCEMENT**

It is the objective of this Request for Qualifications (RFQ) for Madera County Groundwater Sustainability Agency in the Madera Subbasin to develop a list of qualified local Contractors to provide well drilling for domestic well installation services on an as needed basis as part of the Madera Subbasin Domestic Well Mitigation Program (Program). The Madera County GSA shall select Contractors to provide domestic well installation services for well owners based on qualifications, experience, comprehensive Statement of Qualifications (SOQs), and cost.

**DATE OF ADVERTISEMENT:** 10/16/2025

**DEADLINE FOR SUBMITTAL:** 11/4/2025, 3:00 p.m.

**1. PROJECT BACKGROUND**

The Domestic Well Mitigation Program (Program) is a cooperative effort funded and implemented by the Groundwater Sustainability Agencies (GSAs) in the Madera Subbasin (Subbasin). This RFQ only applies to the Madera County GSA, Madera Subbasin, but results could be made available to other GSAs. Collectively, and consistent with the Sustainable Groundwater Management Act (SGMA), the GSAs in the Madera Subbasin have agreed to mitigate for domestic well impacts resulting from declining groundwater levels that occur from groundwater management activities outlined in the Groundwater Sustainability Plan (GSP) through creation and implementation of this Program.

Program applicants approved for inclusion in the Program will receive funding to support installation of a new domestic well (or the driller will be paid directly). Funding of \$35,000 is available per well. Any costs over \$35,000 will need to be paid by the landowner in a separate contract between the driller and the landowner. In order to receive funding support, only well drilling contractors approved by the GSA may be used for new well installation.

**2. PROJECT INFORMATION**

The purpose of this RFQ is to develop a list of pre-qualified well drilling contractors to provide domestic well design and installation services for well owners located within the Madera Subbasin, County GSA determined eligible for the Program.

### **3. REQUIRED SCOPE OF SERVICES**

Well installation Contractors shall provide all the services required to site, design, permit, drill, construct, develop, and leave the well structure and site ready for the installation of pumping equipment and connection to the existing site distribution system. Those items specifically required for successful project completion, but not listed below, shall be included when preparing site specific work plans and cost estimates. The requested scope of services include:

- Preparation of preliminary well designs that consider the design of the well to be replaced, current water levels, and project water levels
- Preparation of detailed work plans and cost estimates to install a new well per the requirements of this RFQ
- Well siting consistent with all applicable state and local laws and ordinances
- Obtaining well location clearance from USA North 811
- Obtaining all required permits to drill and install a new domestic well
- Keeping a daily record of all project activities
- Mobilization and demobilization of all required workers, equipment, and materials to and from the project site
- Drilling a borehole using the direct rotary method of drilling
- Collection of drill cuttings for inspection for every 10-feet of hole drilled and development of lithologic log based on changes in observed lithology
- Conducting downhole geophysical surveys. Surveys shall include Single Point, 16 and 64-inch resistivity, Natural Gamma, and Spontaneous Potential
- Preparation of final well design with either PVC or steel blank casing and screen
- Installation of well casing
- Installation of a gravel envelope via tremie pipe
- Installation of a sand/cement grout annular seal via tremie pipe
- Development of the well via airlifting and pumping until the water produced is clear (5 NTU or less) and sand free
- Installing a cement pad at the surface around the well casing
- Site cleanup/restoration
- Submission of Water Well Completion Report (WCR) to the California Department of Water Resources and appropriate County
- Delivery of daily project records, WCR, as-built well diagram, and copies of project permits to the well owner

All work must be done in accordance with California Department of Water Resources Well Standards Bulletin 74-81/Supplement 74-90 or latest applicable edition/revision and all local ordinances and laws.

### **4. CONTRACTOR QUALIFICATIONS AND EXPERIENCE**

Contractors shall have the following qualifications:

- California Contractor with a C-57 license in good standing with the California Contractors State Licensing Board

- Over 5 years providing domestic well installation services
- Knowledgeable of hydrogeologic conditions (static and pumping water levels, groundwater level trends) within the Madera Subbasin
- Experience with domestic water well design, drilling, and construction
- Successful completion of 25 domestic wells in the last 5-years in and in the vicinity of the Madera Subbasin
- Ability to respond to requests in a timely manner

## **5. Statement of Qualifications (SOQ) Format and Content**

### **5.1 General Statement of Qualifications Requirements**

- 5.1.1. The Madera County GSA discourages lengthy and costly submittals. SOQs should be prepared simply and economically and provide a concise description of the Responding Contractor's capabilities in completing the requirements of this RFQ.
- 5.1.2. Responding Contractor's must follow all formatting and address all portions of the SOQ requirements outlined in this section.
- 5.1.3. Responding Contractor's must respond to every section under the SOQ and Fee Schedule sections below. Respondents must clearly label each response to RFQ requirements with the section and section numbers associated with the subject requirements.
- 5.1.4. Submittals shall be prepared on 8 ½" by 11" paper.
- 5.1.5. Responding Contractors must submit their SOQs by the Deadline for Submitting an SOQ in the RFQ schedule of events.

### **5.2 Statement of Qualifications (SOQ)**

The SOQ shall be stylized and formatted using headings that clearly identify the required sections. The sections of the Response shall follow the order given below. No material other than that listed in this Section shall be included in the Response. The required sections are outlined below:

1. Cover Letter - A cover letter (limited to one page) indicating the interest in providing well installation services to well owners and a statement on why the Contractor should be selected to provide these services.
2. Qualifications - Up to five (5) pages, for resumes of the person(s) designing, drilling, and constructing the domestic wells including drillers, tool pushers, and Project Manager. 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.
3. Project Understanding and Approach – Up to three (3) pages, summary of the approach to be taken for the project. Identify and include all tasks not under the Contractor's control and provide estimated times to complete well installations based upon prior experience and project requirements. List any information expected from the well owner. Any information or tasks needed to complete well installations but not listed is the responsibility of the Contractor.

4. 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 the Madera Subbasin and surrounding area AND the tasks performed by the persons identified in the Response. Include in the project descriptions (a) the scope of services provided; (b) the type of contract (pro bono, retainer, project-based fee, other); (c) specific accomplishments, if any; and (d) a contact name, phone number and e-mail address for each client to serve as a reference.

All costs for preparation of SOQs shall be borne by the submitting Contractor.

## 6. RFQ SCHEDULE OF EVENTS

The following RFQ Schedule of Events represents the Madera County GSA's best estimate of the schedule that shall be followed during the contracting process. Unless otherwise specified, the time of day for the following events should be between 8:00 a.m. and 4:30 p.m., Pacific Time.

Event	Date	Time
Madera County GSA Issues RFQ	10/16/2025	3:00 p.m.
Deadline for Written Questions	10/23/2025	3:00 p.m.
Responses to Written Questions	10/28/2025	3:00 p.m.
Deadline for Responding Contractors to Submit SOQs	11/4/2025	3:00 p.m.

1. All responses must be received via email to Jerod Weeks on or before **November 4, 2025, by 3:00 p.m. PT**. Responses can be submitted via email to: [Jerod.Weeks@maderacounty.com](mailto:Jerod.Weeks@maderacounty.com)
2. Any email submission that is received after the due date and time will receive a reply that the submittal cannot be accepted.

## 7. General Requirements and Information

1. In addition to other requirements stated in this document, to be eligible to respond to this RFQ, the Contractor must have successfully completed, within the past five years, twenty-five (25) domestic well installation projects similar to those described in this RFQ in and in the vicinity of the Madera Subbasin. Each Contractor shall meet all legal, technical, and professional requirements for providing the requested services.
2. The Madera County GSA reserves the right to make investigations of the Contractors' qualifications or any of its sub-contractors and to contact former clients to confirm qualifications as it deems appropriate.
3. Multiple contractors may be selected and approved to provide well installation services requested by well owners.
4. Well installation services will be on an on-call basis. It is anticipated that during a dry year approximately 149 to 200 wells within the Madera subbasin could go dry however the Madera County GSA does not guarantee that any services will be requested of the Contractor.

## 8. QUESTIONS AND RESPONSES

1. Written requests regarding information or clarification in reference to this RFQ must be submitted, electronically to the person below, within the timeframe identified. Include the project number with each question. Send all questions by e-mail by **October 23, 2025 at 3:00 p.m. PT** to:

Jerod Weeks  
Madera County GSA  
Jerod.Weeks@maderacounty.com

2. Contractors must clearly understand that the only official answer or position of the Madera County GSA 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 person listed above. No inquiries received after the deadline will be considered. The question asked, along with any written response made thereto by the Madera County GSA, will be distributed as an amendment to the RFQ to all the persons on the bidders list. However, the Madera County GSA is not obligated to respond to any question asked, and the Madera County GSAs' failure to respond to any such question will not relieve the Contractor 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 SOQ due date.
3. If the Madera County GSA finds it necessary to add to, or amend this document prior to the Response submittal deadline, the Madera County GSA will issue written addenda/addendum to all the persons on the bidders list. Each Consultant must acknowledge receipt of each addendum by signing the addenda/addendum acknowledgement and providing it with its Response.

## 9. EVALUATION AND SELECTION

1. The Madera County GSA may select one or more firms for the outlined Scope of Service on the basis of qualifications, experience, and cost. Designated staff of the Madera County GSA will conduct a review and evaluation of all SOQs and may, if necessary, invite submitters to interview. The Madera County GSA will review and evaluate SOQs 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 submitter 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 submitting firm demonstrated that they, or the staff assigned to the engagement, successfully completed services, similar to those specified in the Scope of Services section of this RFQ?	25

4	References: Are the firm's references from past clients and associates favorable?	25
5	Local Preference: Does the firm have an address within Madera, Merced, or Fresno County?	10

2. Madera County GSA staff will review the SOQs and select those Contractors that they believe are most advantageous to the Madera County GSA and well owners.
3. The Madera County GSA may elect to conduct an oral interview with shortlisted Contractors. Additional details on interviews will be provided to the shortlisted Contractors.
4. The Madera County GSA reserves the right to select the Contractor(s) that, in the sole judgment of the Madera County GSA, can best accomplish the desired results. Selection criteria include, but are not limited to, consideration of the Contractor's qualifications and experience, the Contractor's understanding of and approach to the project, and the negotiated fee for services.
5. This request does not constitute an offer of employment or to contract for services.
6. The Madera County GSA reserves the option to reject any or all SOQs received in response to this Request for Qualifications, wholly or in part.
7. The Madera County GSA reserves the right to retain all SOQs, whether selected or rejected.
8. The successful Contractor will be expected to enter into a contract of substantially the same format as the attached sample agreement.

## **10. INSURANCE**

Insurance coverage for proposed services shall include general liability with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate coverage for bodily injury and property damage and automobile liability insurance in an amount no less than \$1,000,000 per occurrence, combined single limit, coverage for bodily injury and property damage and Professional Liability Insurance (E&O) coverage of \$1 million is also required.

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.