

SOLANO SUBBASIN

GROUNDWATER SUSTAINABILITY AGENCY

March 19, 2018

REQUEST FOR PROPOSALS (RFP)

(Responses Due 4/16/2018)

Support Services to Develop a Groundwater Sustainability Plan for the Solano Subbasin

I. Introduction and General Information

The Solano Subbasin Groundwater Sustainability Agency (Solano GSA) is seeking qualified consulting firms with extensive groundwater management experience to provide support for the development of a Groundwater Sustainability Plan (GSP) for the Solano Subbasin (Figure 1). The Solano GSA is working in collaboration with the other GSAs in the Solano Subbasin on a single GSP. The collaborating GSAs are: the City of Vacaville GSA, the Solano Irrigation District GSA, and the Sacramento County GSA. Collectively, these GSAs are called the **Solano Collaborative** and intend to be inclusive of all GSAs in the Solano Subbasin¹. The Solano GSA will take the lead on contracting with the consulting team selected to assist with developing the GSP. However, the **Solano Collaborative** will work together on all facets of GSP development and the Solano GSA should be considered synonymous with the Solano Collaborative for this RFP.

The Solano GSA reserves the right to modify the anticipated timelines set forth below. The Solano GSA reserves the right to reject any and all submittals, cancel all or part of this RFP, and waive any minor irregularities and to request additional information from proposing firms.

The RFP does not obligate the Solano GSA to award a contract.

II. Project Background

Following passage of the Sustainable Groundwater Management Act of 2014 (SGMA), local agencies within the Solano Subbasin increased coordinated efforts to determine if a single GSP was feasible for the subbasin. A Memorandum of Understanding was signed by the GSAs in the Solano Subbasin, establishing the **Solano Collaborative**, to move forward with a single GSP for the subbasin.

Additional information to consider for RFP development:

¹ Multiple Reclamation Districts (RDs) that are GSAs within the Solano Subbasin have been invited to join the Collaborative (several RD's are in the process of developing a Joint Powers Authority and may join the Collaborative when formed).

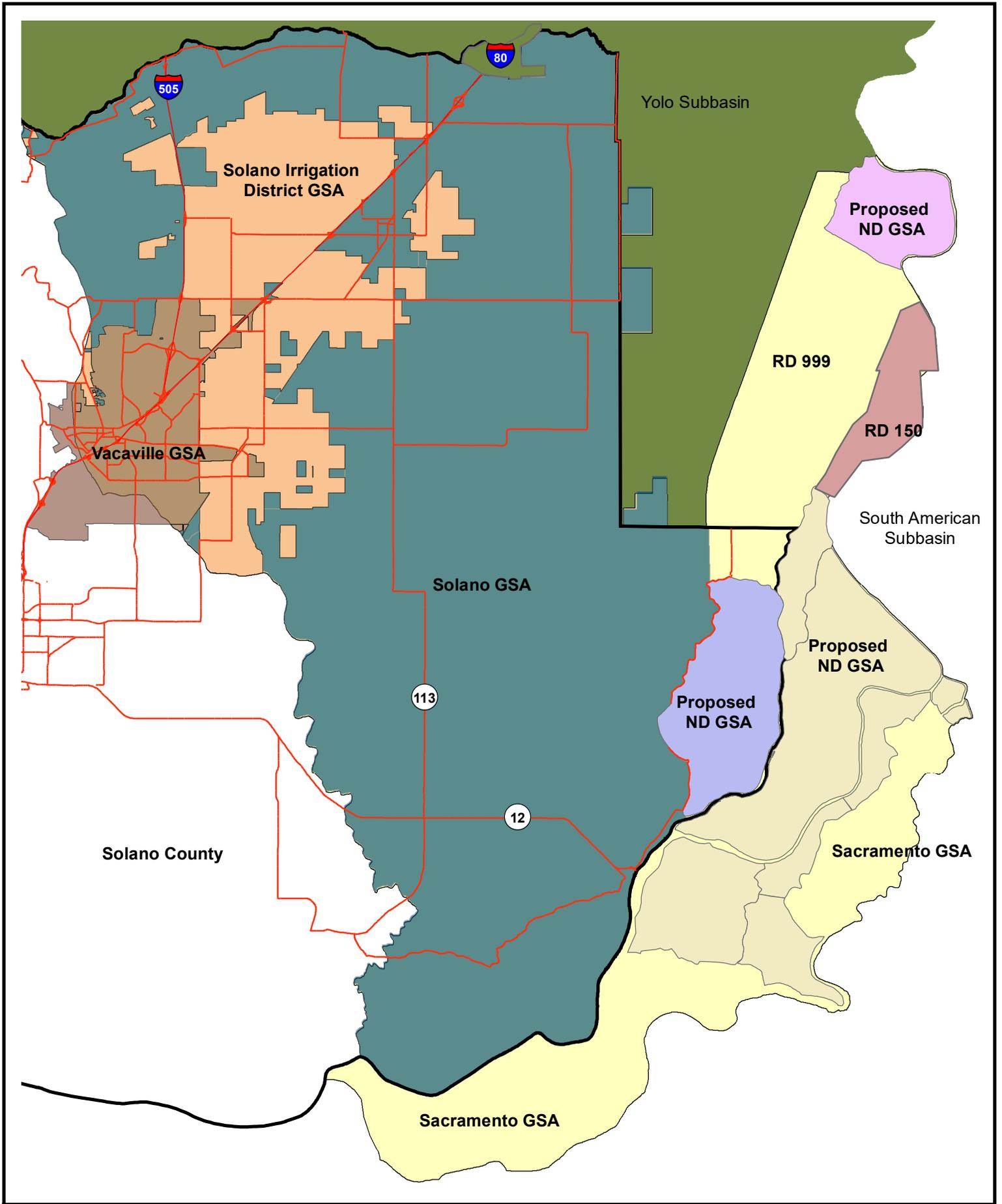


Figure 1. Solano Subbasin and collaborating Groundwater Sustainability Agencies.

The California Department of Water Resources (DWR) is administering the Sustainable Groundwater Planning Grant Program (SGWP), using funds authorized by the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1). DWR has made a preliminary recommendation to award the Solano GSA, acting as the Plan Manager for the Solano Collaborative, \$1,000,000 in funding towards development of a single GSP for the Solano Subbasin.

Staff from all GSAs in the subbasin will provide in-kind support toward development of the GSP as there is a 50% match requirement for the SGWP grant. There may be cash contributions from the various GSAs to meet or augment the 50% match requirement. The Solano County Water Agency has pledged \$350,000 towards development of the GSP, which may be used as part of the match requirement.

The Freshwater Trust, a non-profit organization based out of Portland Oregon, has been preliminarily recommended by DWR to be awarded \$490,000 towards outreach of Severely Disadvantaged Communities within the Solano Subbasin.

The Solano GSA has been preliminarily recommended by DWR to receive Facilitation Support Services (FSS) to assist with the development of the GSP. The purpose of the FSS is to help GSAs and their associated stakeholders reach consensus on potentially contentious water management topics, as GSP development proceeds.

Lastly, DWR will provide an update to the California Central Valley Groundwater-Surface Water Simulation Model (C2VSim), which is an integrated numerical model that simulates water movement through the linked land surface, groundwater and surface water flow systems in California’s Central Valley. The C2VSim may be utilized as a starting point for the hydrogeologic conceptual model required for the Solano Subbasin GSP.

III. Schedule

All proposals in response to this RFP are due no later than 3 pm (Pacific Standard Time) April 16, 2018.

RFP Timeline	March 19, 2018	RFP Distribution
	April 16, 2018	RFP Filing-must be received by 3:00 pm
	April 24-26, 2018	Hold for consultant interviews
	April 30, 2018	Solano Collaborative selects consultant

IV. Scope of Services

The **Solano Collaborative** is seeking consulting support for the development of a single GSP for the Solano Subbasin. The Solano Collaborative is striving for a holistic approach to groundwater management in the Solano Subbasin.

Coordination, outreach and solicitation of input will be the foundation of a transparent and stakeholder driven GSP. Collaboration and coordination with any parties, including GSAs, GSA staff, Native American Tribal Governments, general stakeholders, and any other consultants

providing services towards development of the GSP will be required.

Deliverables will include a draft GSP for public review and comment and a final GSP for adoption by the Solano Collaborative GSAs. Developing sections and the overall GSP will include, but not be limited to, coordination, meetings, and providing meeting materials for all parties and interested stakeholders involved in the development of the GSP.

The GSP must meet, comply, or otherwise satisfy GSP Regulations, statutory provisions of SGMA, and California Water Code §10727 and be submitted to DWR on or before January 31, 2022.

As mentioned in Section II, The Solano Collaborative submitted a grant application to the SGWP managed by DWR. A Work Plan was submitted as part of that application, which spells out how the Solano Collaborative would attempt to develop a GSP.

The complete SGWP grant application can be found at:

<http://www.scwa2.com/resources-management/ground-water/sgma>

Water budgets will be developed for each GSA in the subbasin. Some GSA's have already prepared such documents, however, said water budgets should be reviewed and updated if necessary.

As mentioned in Section II, there are several funding sources and several parties that will contribute towards the development of the GSP, including in-kind professional services provided by GSA staff. All of this information should be taken into account when developing the overall approach and budget for GSP development.

V. Proposal Format

There is no page limit for the proposal, however, it should be focused and concise, without extraneous material. Costs for developing a response to the RFP, interviews, and contract negotiations are entirely obligations of the proposer and shall not be charged in any manner to the Solano GSA. The proposal shall be divided into sections as outlined below:

A. Description of Services

Identify those services that are needed to accomplish the scope of services described above in section IV.

B. Project Approach

Provide a detailed discussion of the project as your firm understands it, indicating the critical factors for success.

C. Team

Identify consulting team and the role they will each play, office location, and hourly rates. If the firm intends to use any sub-consultants, it must be clearly stated in the proposal, include the name and description of the organization being contracted and their role, office location, and hourly rates.

D. Budget

Provide an estimated maximum, not to exceed fee amount for the Scope of Services detailed in section IV. This estimate should include materials, professional services, travel, and all other costs and expenses for the service. The estimate should provide the following detail:

- Hourly billing rates for each staff member proposed by position title and work task
- Summary of task and budgeted hours for each staff member
- Travel time charges
- Maximum charge time
- List of reimbursable expenses and any mark-up factors

Additionally, the Consultant shall propose opportunities for reducing budget expenses but, with the expectation the final GSP shall meet the needs of the Subbasin and the State.

E. References

Provide three government or special district references.

VI. Evaluation Criteria

Proposals will be evaluated based on the criteria below:

- Approach and understanding of project scope and potential issues
- Coordination of consultants, subcontractors and others
- Experience and qualifications of consulting team in working with similar entities and on similar projects
- Commitment of firm with staff and resources
- Cost for the scope of services requested
- Responsiveness to the RFP

VII. Selection Process

The **Solano Collaborative** will interview the firms with the highest three scores. The firm with the overall highest rating from the RFP process and interview score will be selected to negotiate an agreement with the Solano GSA.

All responders will be notified if they have been selected or not selected for the interview process. Interviews will take place between April 24 and 26, 2018.

VIII. Time Considerations and Submittal Requirements

To be considered for this RFP, five bound copies, and one electronic copy (submitted via USB device) must be received by the primary contact below by 3:00 pm on Monday, April 16, 2018.

Primary Contact	The primary contact for the Solano Collaborative will be: Chris Lee, Principal Water Resources Specialist Solano County Water Agency 810 Vaca Valley Parkway, Suite 203 Vacaville, CA 95688 Voice: 707-451-6090 Email: clee@scwa2.com
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