

# REQUEST FOR PROPOSALS

Development and Submittal of the Colusa Subbasin Water  
Year 2022 Groundwater Sustainability Plan Annual Report

RFP Issue Date: October 10, 2022

Submission Deadline: **November 14, 2022 4:00 PM**

**Issued by:**

Colusa Groundwater Authority and Glenn Groundwater Authority

**Mailing Address for RFP:**

225 North Tehama Street

Willows, CA 95988

# Request for Proposals for Development and Submittal of the Colusa Subbasin Water Year 2022 Groundwater Sustainability Plan Annual Report

## 1. Introduction

The Colusa Groundwater Authority (CGA) and Glenn Groundwater Authority (GGA) are seeking a qualified firm/professional to develop and submit the Colusa Subbasin Water Year 2022 Groundwater Sustainability Annual Report. This will include collecting and analyzing data, preparing the necessary maps and reports, providing presentations to the GSAs and others as necessary, and uploading the reports and related data to the Department of Water Resources (DWR) SGMA portal.

The CGA and GGA (collectively Groundwater Sustainability Agencies or GSAs) intend to award a contract to a firm/professional that meets our qualification criteria and has successfully performed services on similar projects in the past. The successful firm/professional will be required to enter into a contract with the GSA for services requested in this RFP. Please provide a copy of your firm's standard contract.

Proposals must be received by **November 14, 2022 at 4:00 PM** to be considered for this opportunity.

All Proposed Respondents Should Note that it is their responsibility to:

- Read carefully all of the contents of this entire RFP.
- Ask for clarification in writing before submission due dates.
- Address all requirements and follow all procedures of this RFP.
- Immediately inform the RFP Contact Person of any problems with this solicitation.
- Submit all responses by the required dates and times.

## 2. Background and Project Description

The CGA and GGA are the exclusive GSAs in the Colusa Subbasin, of the Sacramento Valley Groundwater Basin. The GSAs coordinated on a single Groundwater Sustainability Plan (GSP) that was submitted to the Department of Water Resources in January 2022. The first Annual Report was submitted in April 2022. SGMA requires GSP Annual Reports be submitted to DWR by April 1 of each year.

## 3. Scope of Services

Respondents are expected to be familiar with SGMA laws and regulations. The scope of work is expected to include all work necessary to meet the requirements set forth in the regulations. DWR's GSP Annual Report Elements Guide is attached for reference. The final deliverable is the complete Colusa Subbasin Water Year 2022 GSP Annual Report.

### Task 1: Data Collection, Compilation, and Analysis

Collect, compile, evaluate, and analyze data necessary to develop the Annual Report as required by the Regulations.

#### Task 2: Prepare Annual Report

This task should include all necessary tasks to compile, prepare, and finalize the Annual Report. This will include one draft Annual Report and revisions based on comments received by the GSAs.

#### Task 3: Annual Report Submittal

Upload all necessary reports and related data to DWR to prepare for submittal.

#### Task 5: Meetings and Outreach

This task will consider regular coordination with GSA staff, updates to the GSA boards and committees as directed, development of one presentation to be presented to each GSA board (two total), and development of one presentation to be presented at two public outreach meetings.

#### Task 6: Project Management

This task should consider general administration tasks including invoicing.

Optional tasks may be proposed.

### 4. Desired Qualifications

The successful firm/team must demonstrate experience in the following areas:

- Familiarity with applicable laws and regulations
- Groundwater Sustainability Planning including data analysis and preparation of relevant figures
- Successful submittals of GSPs, GSP Annual Reports, or similar plans to State Agencies
- Public outreach, presentations, and coordination with partners

### 5. Format for Proposal

Responses to the RFP must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these instructions, or inclusions of conditions, limitations, or misrepresentations in a response may be cause for rejection of the submittal. **Incomplete proposals will not be considered.** Proposals must be submitted on 8-1/2" X 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible, but shall not be smaller than 11 point. Submissions must be received no later than **November 14, 2022, 4:00 PM.**

#### Mandatory Content and Sequence of Submittal:

- a) Cover Letter shall be a maximum two (2) page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number and a list of subcontractors, if any.

- b) Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.
- c) Summary of Firm Capabilities and Experience shall be a maximum of seven (7) pages in length and shall describe the respondent's experience in Groundwater Sustainability Planning including GSP and GSP Annual Report efforts or similar projects and a description of the Respondent's resources for successfully developing and completing this project.
- i. **Background and Experience.** In this section, describe your firm's background, its organizational structure, identify decision-making roles, and why this is advantageous to the project. Describe the roles and background of the team leader and key team members. Please provide a narrative history of the firm and its experience in providing services similar to the scope of this proposal.  
  
Describe related past projects (please limit to 3 projects) completed along with a discussion comparing similarities with this proposed project. This section shall also contain a list of references for each sample project wherein similar services were performed. At a minimum, the following information must be included for each client reference:
    - Client name, address, direct project manager name, telephone number, and email address.
    - Detailed description of services provided similar to the services outlined in the description of services required.
  - ii. **Key Personnel.** Briefly describe the background and statement of qualifications for key personnel your firm would use on this project, including any subcontractors that are considered as key personnel on this project. Resumes may be provided in an Appendix.
  - iii. **Statement of Qualifications for any subcontractors.** If subcontractors/subconsultants are to be used, the prospective contractor must include in the proposal a description of the work to be done by each subcontractor/subconsultant. All subcontracts must be approved by the GSAs and no work shall be subcontracted without prior written approval. It is expected that the discussion of subconsultants will also include experience and references to similar types of work.
  - iv. **Scheduling.** Delineate the project scheduling process your firm uses. Use some or all of the projects in the *Summary of Firm Capabilities and Experience* section, as well as other projects (if necessary), as specific examples, which demonstrate your ability to deliver your work on time.
- d) Scope of Work and Schedule in which the proposing respondents are requested to describe the work they will perform and their approach to completing this project. Should there be any tasks that are expected to be performed by the GSAs, these should also be clearly described as GSA

tasks in this section. The section shall also include a draft schedule with the timeline for completing all tasks, including adequate time for the GSAs to review work products.

- e) Cost shall detail the cost portion of the proposal. Respondent shall provide an estimate of the number of hours necessary to complete each task along with the billing rate for all reimbursable expenses. This billing rate should be provided for all personnel, along with their classification, and any other reimbursable expenses. If a contract is entered into as a result of this RFP, the price shall become fixed for the term of the contract, unless agreed to otherwise.
- f) Copy of the Firm's Standard Contract

## 6. Submittal Instructions

Proposals shall be submitted in the following manner:

- Submission shall contain one (1) signed, unbound original and six (6) hard copies on 8-1/2" X 11" paper (fold outs are acceptable for charts, etc.).
- One (1) electronic copy shall be provided in CD or thumb drive format or via email. The electronic copy shall be a PDF with electronic bookmarks for each section noted in *Section 5: Format for Proposal*.
- Submittals shall be delivered in a sealed box or envelope by the submittal deadline, clearly marked with the Respondent's name and the description "Colusa Subbasin GSP Annual Report RFP".
- Submittals shall be delivered to:
  - Glenn Groundwater Authority  
ATTN: Lisa Hunter  
225 North Tehama Street  
Willows, CA 95988
- **Late or incomplete submittals will not be considered.**

## 7. Evaluation Criteria

The following criteria will be used by the GSAs in evaluating proposals:

1. Demonstrated capabilities, experience, and reputation for being reliable in performing tasks to the satisfaction of its clients and delivering on schedule and on budget.
2. Comprehensive scope of work and timeline.
3. Comprehensive consultant fee schedule.
4. Thoroughness of submission.

The GSAs reserve the right to award a contract based on written responses only; however, oral presentations and written questions for further clarification may be required of some or all the respondents at no cost to the GSAs. The GSAs reserve the right to select more than one (1) contractor or not select a contractor under this solicitation. The GSAs additionally reserves the right to reject incomplete or late proposals.

## 8. Timing and Schedule

The following timing and schedule are estimated and subject to change.

Event	Anticipated Date/Time (Subject to Change)
Issue RFP	October 10, 2022
Final Date to Submit Questions and Request Clarification	October 24, 2022, 4:00 PM
Questions Answered via Addendum(s)	October 27, 2022
RFP Submittals Due	November 14, 2022, 4:00 PM
Award of Contract	December 2022

## 9. General Information

Any and all communication regarding this solicitation shall be in writing and directed to:

Glenn Groundwater Authority  
Lisa Hunter  
Program Manager  
225 North Tehama Street  
Willows, CA 95988  
[LHunter@countyofglenn.net](mailto:LHunter@countyofglenn.net)

This person will serve as the GSAs contact for this solicitation and will develop an addendum to the solicitation to provide clarifications if necessary. **DO NOT** contact other GSA staff, Technical Advisory Committee members, Board members, or Selection Committee members regarding this project or selection procedures. Failure to adhere to these instructions may result in disqualification.

Questions and requests for clarification may only be submitted by e-mail or U.S. Mail. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than **October 24, 2022 at 4:00 PM**. The GSAs reserve the right to decline a response to any question on a case-by-case basis. The GSAs will provide answers and clarifications by posting an addendum(s) on their websites by **October 27, 2022** so all potential Respondents receive consistent information. It is the responsibility of all interested firms to access the website for this information. **Questions received after October 24, 2022 at 4:00 PM will not be answered.**

## 10. Disclosure of Information

All information and materials submitted to the GSAs in response to this RFP may be reproduced by the GSAs for the purpose of providing copies to authorized GSA staff and selection committee members involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Bid awards are a matter of public record. Once a Contract is executed, proposals submitted in response to this RFP are subject to public disclosure as required by law. Your submission of a proposal is considered your consent to the GSAs' disclosure of the proposal. The GSAs shall not be liable for disclosure of any information or records related to this procurement.

## Attachment 1: DWR's GSP Annual Report Elements Guide

### Read Me

This Groundwater Sustainability Plan (GSP) Elements Guide is developed directly from the Sustainable Groundwater Management Act (Act) and the GSP Emergency Regulations (GSP Regulations). It is provided to support Groundwater Sustainability Agencies (GSA) or other entities during preparation and submission of their GSP Annual Reports. The guide is organized according to the California Code of Regulation Sections of the GSP Regulations. In the event that information or recommendations in this guide are inconsistent with, conflicts with, or omits the requirements of the Act, applicable laws, or the GSP Regulations, the Act, other laws, or the GSP Regulations shall prevail.

Each GSA submitting a GSP Annual Report should provide DWR with the location of the required element of the GSP Annual Report by completing column C and D (as applicable) of the checklist. This will support DWR in its review of the GSP Annual Report. Basin name and GSP Local ID (if applicable) should be added in Rows 2 and 3 of column B.

Rows that are highlighted in grey do not require page numbers of the GSP Annual Report to be identified by the GSA(s). Provide the PDF page number(s) in column C. Page ranges should be separated by a ':'. Additional pages should be separated by a ','. Note that the page number(s) are those tracked by the PDF document, and may not correspond to the page numbers in the printed document.

'N/A' can be entered in column C, but if used an explanation needs to be provided in the

*ver. 2020021210*

## Groundwater Sustainability Plan Annual Report Elements Guide

Basin Name			
GSP Local ID			
<b>California Code of Regulations - GSP Regulation Sections</b>	<b>Groundwater Sustainability Plan Elements</b>	<b>Document page number(s) that address the applicable GSP element.</b>	<b>Notes: Briefly describe the GSP element does not apply.</b>
<b>Article 5</b>	<b>Plan Contents</b>		
<b>Subarticle 4</b>	<b>Monitoring Networks</b>		
<b>§ 354.40</b>	<b>Reporting Monitoring Data to the Department</b>		
	Monitoring data shall be stored in the data management system developed pursuant to Section 352.6. A copy of the monitoring data shall be included in the Annual Report and submitted electronically on forms provided by the Department.		
	Note: Authority cited: Section 10733.2, Water Code. Reference: Sections 10728, 10728.2, 10733.2 and 10733.8, Water Code.		
<b>Article 7</b>	<b>Annual Reports and Periodic Evaluations by the Agency</b>		
<b>§ 356.2</b>	<b>Annual Reports</b>		
	Each Agency shall submit an annual report to the Department by April 1 of each year following the adoption of the Plan. The annual report shall include the following components for the preceding water year:		
	(a) General information, including an executive summary and a location map depicting the basin covered by the report.		
	(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:		
	(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:		
	(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.		
	(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.		
	(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.		
	(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.		
	(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.		
	(5) Change in groundwater in storage shall include the following:		



<b>California Code of Regulations - GSP Regulation Sections</b>	<b>Groundwater Sustainability Plan Elements</b>	<b>Document page number(s) that address the applicable GSP element.</b>	<b>Notes: Briefly describe the GSP element does not apply.</b>
	(A) Change in groundwater in storage maps for each principal aquifer in the basin.		
	(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.		
	(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.		