

Request for Proposal for Release May 2, 2011

Central Valley Salinity Coalition with CV-SALTS Initiative

Request for Proposal (RFP) 2011-001 For Consulting Services to Conduct

Water Quality Criteria Studies

1 INTRODUCTION

Organization Background

The Central Valley Salinity Coalition (CVSC) was formed in 2008 to integrate and augment the efforts of the Central Valley Salinity Alternatives for Long Term Sustainability (CV-SALTS) initiative. A Memorandum of Agreement and standing rules describe the working commitments of the Regional Water Board, State Water Board and CVSC in the development and implementation of CV-SALTS. The purpose of the organization is the governance and organization of the efforts needed to plan, develop and implement the salinity and nitrate management plan for the Central Valley. This plan will incorporate, and become implemented through, a basin plan amendment for the basins in the Central Valley.

Project Background

The objective of these two projects is to contract with an entity (herein referred to as Consultant) to identify for aquatic life and livestock drinking water supply: 1) water quality criteria that could be used to establish water quality objectives and 2) existing water quality objectives, standards, goals, and policies that have been established to protect these beneficial uses. The Consultant will accomplish these objectives through literature and internet searches and through interviews with regulatory agency staff, specialists and university researchers in California, other states, and if needed, other countries.

2 SJVDA Contract, CV-SALTS and CV-SALTS Coordination

The funding for the project will come from the State Water Resources Control Board (SWRCB) to the San Joaquin Valley Drainage Authority (SJVDA). The contract will be executed between the SJVDA and the Consultant for the scope. Primary day to day coordination will be with a point of contact identified by the CV-SALTS Technical Committee. The Consultant will also work closely with the Technical Project Manager of CV-SALTS when available to insure focused use of time and to maintain continuity in the program.

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3 Work Schedule and Budget

The Consultant shall propose a budget for all tasks in the Scope of Work. Cost should be well documented in the proposal, and should be organized to allow increases or decreases in scope based on available funding. The funding for the budget may be developed from multiple sources but will be primarily from a State Water Board Cleanup and Abatement Contract. The project should be completed within 6 months of award.

Request for Work

This request is for professional services to accomplish the scope of work shown in Attachment A. Proposers may provide proposals for one or both of the scopes based on their qualifications. CV-SALTS may award to one or more firms for this effort. Academic institutions and other organizations are encouraged to provide proposals in response to this request.

The selected Consultant will provide all materials, equipment, labor, planning and coordination to provide the deliverables listed in Attachment A with Technical Committee input and oversight. The Consultant will provide a proposal documenting scope of work to be performed, project budget and project schedule.

4 Scope of Work

The scopes of work for both studies are shown in Attachment A.

5 Instructions

Responses to this RFP must be made according to the requirements set forth in the Scope of Work. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal. Proposals will be reviewed by a group composed of members of the SJVDA and CV-SALTS Lower San Joaquin River Committee.

Submit one electronic file and six (6) complete copies of the proposal and related information to:

San Joaquin Valley Drainage Authority
c/o Joseph C. McGahan
Summers Engineering
887 N. Irwin St.
P. O. Box 1122
Hanford, CA 93232
jmcgahan@summerseng.com

All proposals must be received by May 27, 2011 – 4:00 pm.

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5.1 Required Information

All proposals must include the following information:

1. Cover letter, including name, telephone number, and address of the firm.
2. Table of contents.
3. Description of the proposer's business; *i.e.*, individual, partnership, joint venture, etc.
4. Background information about the proposer, including technical qualifications and licenses.
5. Description of the proposer's experience, including the scope of similar projects.
6. Organizational chart showing proposed management and project team.
7. Complete list of personnel, including subcontractors that will be dedicated to this project.
8. Assigned personnel background, experience, and job title/classification.
9. Proposed scope of work including deliverable formats and products.
10. Detailed project schedule.
11. Fee proposal shall include breakdown of labor hours by employee billing classification, expense reimbursement schedule that includes cost of non-labor and sub-contractor services.
12. Hourly billing rates for personnel to be assigned to the project
13. Any exceptions to the Standard Services Agreement (Attachment B).

6 Evaluation Criteria

Evaluation of Technical Qualifications will be conducted on the following:

1. Responsiveness to the RFP
2. Technical understanding of nutrient and salinity project work
3. Project approach and technical understanding of the scope of work
4. Demonstrated ability to act independently and perform unbiased evaluations
5. Contractor proposal to complete present scope on schedule
6. Demonstrated ability to complete work on schedule by demonstrating availability of staff during the contracting period
7. Experience and qualifications of the assigned individuals in salinity and nutrients in relation to aquatic life, wetlands and animal nutrition
8. Contractor experience and qualifications in:
 - a. Water quality criteria development
 - b. Water quality and toxicity guideline development
 - c. Evaluation of scientific information
 - d. Conducting critical reviews of scientific information
 - e. Salt and nutrient interactions and impacts
 - f. Scientific report writing
 - g. Working with stakeholder driven regulatory efforts
9. Project management qualifications of the agency or firm and staffing in:
 - a. Scientific data reviews
 - b. Assembling logical approaches to data review
 - c. Ability to manage analyses with minimal data
 - d. Ability to complete work on schedule

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- e. Cost and schedule
- f. Coordination, reporting and responsiveness in as stakeholder environment

Evaluation of Cost will be on the basis of the following:

1. Clarity and completeness of the breakdown of costs and explanation
2. Appropriateness of proposed fee structure and anticipated value and quality of services received
3. Total cost compared to the value of products and services

CV-SALTS reserves the sole right to evaluate and select the successful proposal. The selection process is anticipated to include an evaluation of the proposal and may include an interview with the top ranked firms.

7 General Requirements

All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. CV-SALTS reserve the right to negotiate with any qualified source. CV-SALTS reserves the right to reject any or all proposals for any reason or for no reason at all.

CV-SALTS reserves the right to request further information from the proposer, either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.

CV-SALTS reserves the sole right to judge the proposer's representations, either written or oral.

Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms, conditions, and criteria contained in this RFP.

False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be CV-SALTS responsibility and its decision shall be final.

The Drainage Authority and CV-SALTS Executive Committee reserve the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that is known to have received this RFP. Should such addenda require additional information not previously requested, a proposer's failure to address the requirements of such addenda might result in the proposal being disqualified or ranked lower in review. All proposals submitted in response to this RFP will become the exclusive property of the Drainage Authority and Waterboards and will be made available to CV-SALTS stakeholders.

This project is intended to be funding from grant funds awarded by the SWRCB. The terms and condition of those grant funds and the requirements of that contract will apply to the contractor. The

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Drainage Authority may at their discretion fund this project from proceeds of State, Federal or other grants or agreements and consultant contract may be managed by the agency providing funding with different or additional requirements which must be complied with. These issues will be resolved at the time of contracting with the selected contractor.

The Drainage Authority and Waterboards shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.

The contractor shall execute the Standard DRAINAGE AUTHORITY Agreement for services with the San Joaquin Valley Drainage Authority accepting terms and conditions without exception unless noted in the proposal.

8 Schedule of Proposal Events

The following table contains the expected schedule of events for the RFP process. SJVDA and the CV-SALTS retains the right to modify this schedule as needed to support unexpected circumstances.

Activity	Dates
RFP Distributed/posted to website	May 2, 2011
Proposals Due	May 27, 2011 – 4:00 pm
Committee Recommendation of Award	June 7, 2011
CVSALTS Executive Committee Approval	June 16, 2011
SJVDA Approval	July 5, 2011
Execution of Agreement with Contractor	By July 15, 2011

9 Proposal Authorization

(Please provide this document on your letterhead)

I certify I am authorized to submit a binding proposal on behalf of my company,
_____ (company name), and this proposal conforms to required specifications unless
otherwise noted.

Company Name

Proposal Submitted by

Title

Signature

Date

Email

Telephone Number

Facsimile Number

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