

Request for Statement of Qualifications

For the development and implementation of a Salinas
Groundwater Basin Sustainability Agency



Response Submittals Due May 18, 2015

Request for Statements of Qualifications to provide process design and facilitation services that will support the development and implementation of a Salinas Groundwater Basin Sustainability Agency.

SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS.

A group of regional stakeholders including Salinas Valley cities, the County of Monterey and other public agencies, and Monterey County agricultural interests (collectively “Consortium”), is requesting Statements of Qualifications from professional firms or individuals qualified to provide process design and facilitation services that will support the development and implementation of a Salinas Groundwater Basin Sustainability Agency (GSA). It is expected that the qualified firm or individual will provide support and facilitation services that will result in the design and implementation of a governance model complying with California Senate Bills 1168 and 1319, and California Assembly Bill 1739 (collectively, the “Sustainable Groundwater Management Act”), and the regulations promulgated thereunder. The design and implementation of the process will need to meet the needs of the diverse stakeholder group which holds a diversity of very strong positions about all water issues in the Salinas Valley. The selected firm or individual will focus on supporting dialogues and planning sessions that succeed in developing a Groundwater Sustainability Agency and governance structure. Tasks associated with this process are expected to include:

1. Identifying and engaging key stakeholders in the process.
2. Facilitating linkage between related institutions.
3. Helping formulate principles and governance agreements that will make the GSA a compliant and effective agency.
4. Building a social infrastructure of trusted relationships that can evolve the GSA and other regional collaborations in productive ways.

5. Supporting the creation of an agency that is successful in achieving long-term ground water sustainability and achieving the goals outlined in the Sustainable Groundwater Management Act (SGMA).

SECTION 2. BACKGROUND AND SCOPE

Governor Brown's signing of the Sustainable Groundwater Management Act (SGMA) in September 2014 has put in motion the current need for the Salinas Groundwater Basin to form a Groundwater Sustainability Agency (GSA) by 2017 and Groundwater Sustainability Plan (GSP) by 2020. The three bills that make up SGMA are Assembly Bill 1739 by Assembly Member Roger Dickinson, and Senate Bill 1319 and Senate Bill 1168 by Senator Fran Pavley.

The following provides a summary of the Sustainable Groundwater Management Act:

1. Provides for sustainable management of groundwater basins;
2. Enhances local management of groundwater consistent with rights to use or store groundwater;
3. Establishes minimum standards for effective, continuous management of groundwater;
4. Provides local groundwater agencies with the authority, technical, and financial assistance needed to maintain groundwater supplies;
5. Avoids or minimizes impacts for land subsidence;
6. Improves data collection and understanding of groundwater resources and management;
7. Increases groundwater storage and removes impediments to recharge; and
8. Empowers local agencies to manage groundwater basins, while minimizing state intervention.

SGMA requires local agencies to establish a governance structure, known as Groundwater Sustainability Agencies, prior to developing groundwater sustainability plans for groundwater basins or sub-basins that are designated as medium or high priority. The Groundwater Sustainability Agency is required to have authority over the basin or sub-basins it will manage.

This act, unlike an earlier SB 1938 which sets up incentives to form Integrated Regional Water Management agencies in order to get grants, moves to a regulatory approach in that if basins do not form acceptable GSAs by June 30, 2017, the California Department of Water Resources could take over groundwater management in that region.

The SGMA goes on to say that GSAs must adopt a Groundwater Sustainability Plan (or GSP) by 2020 that will demonstrate reaching sustainability by the 20th year after adoption, with measurable objectives and milestones in 5-year increments.

According to the act, the GSA can generally take, but is not limited to, one of the following forms:

1. A single agency which already has region-wide jurisdiction
2. A new agency coordinating existing agencies through a Joint Powers Agreement (JPA)
3. A collaboration of agency clusters under a Memorandum of Understanding (MOU).

SCOPE of WORK

The statement of qualifications should clearly describe how the responding firm or individual is qualified to address the following scope of work:

1. Identification of all stakeholders and/or stakeholder representatives who will be affected by a GSA and how best to include them in the process.
2. Creating a shared understanding among stakeholders about future impacts of drought, development, agriculture and hospitality on groundwater sustainability. .
3. Staying sensitive to multiple existing political jurisdictions and authorities.
4. Addressing differences in economic interests including those related to disadvantaged communities.
5. Establishing evidence based decision making processes.
6. Complying with SGMA Requirements.
7. Meeting deadlines, while maintaining collaboration among stakeholders.
8. Formation of GSA guiding principles.
9. Agreeing on GSA governance structure, membership and decision making processes.

10. Spending enough time on Groundwater Sustainability Plan scenarios to be able to make good decisions about GSA governance while meeting the 2017 deadline.
11. Creating what in the multi-stakeholder business is called a Collaboration Backbone (CB) to support stakeholder relations, documentation, communication, data management, meeting and process facilitation, and project management.
12. Involving technical experts in the project (especially drawing from existing stakeholder expertise).
13. Identifying and agreeing on a list of challenges and interests in greater detail.

SECTION 3. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated by representatives of the Consortium on the following criteria:

- a. Demonstrated knowledge and recent experience designing and completing similar successful public projects within the scope and schedule.
- b. Solid track record of genuine stakeholder engagement with feedback reflected into the final products.
- c. Demonstrated ability to accurately assess current and future needs.
- d. Creativity in working with diverse stakeholders to arrive at unique decisions.
- e. Ability to bring together a complete, competent team addressing all necessary disciplines.
- f. Proven commitment to and track-record of completing similar projects with diverse stakeholder groups in California cities and counties.
- g. Strong understanding of the Sustainable Groundwater Management Act related to the requirements of creating a Groundwater Sustainability Agency.

Desirable, but not required, is a strong understanding of the Salinas Groundwater Basin, Monterey County Water Resources Agency projects, agricultural community, and municipal and other water interests.

A selection committee comprised of members of the Consortium will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

SECTION 4. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT

Statements of Qualifications should include the following information in the following order and format describing the prospective consultant's availability, interests, qualifications, and current relevant experience. The response to this RFQ will identify a qualified team or individual that has substantial experience in preparing the requested deliverables.

- a. Consulting firm or individual's information:
 1. Cover letter indicating the RFQ due date and title, the firm or individual's name, address, telephone number, fax number, and email contract address(es).
 2. Firm or individual profile.
 3. Identify the team members and provide résumés of the team members and identify the agents and subcontractors (if any) that the firm or individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their individual roles.
 4. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner.
 5. A detailed list of the tasks to be performed, to include a proposed schedule for performance, and an analysis of each task to include the personnel assigned and the proposed methodology for completing the task.
 6. A schedule showing the various tasks, the time to complete each task, and a total time frame proposed to complete the project.
 7. Current billing rate schedule and the proposed total cost for the services to be completed to meet the expectations outlined in this RFQ; The billing rate will be applicable throughout the term of the agreement for the work on this project. The

schedule should include the rates for all personnel who would potentially work on the project. The billing rate schedule and the proposed total cost shall be submitted in a separate sealed envelope. The envelope should be clearly marked as the price proposal, with firm name, and project name (GSA Development). Submit only one sealed envelope with one copy of the billing rate schedule and proposed total cost.

8. Describe those conditions, constraints or problems that are unique to the proposed scope of services that may adversely affect either the cost of the project or the efficient progress and completion of the project.
 9. Provide at least three (3) public entity references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work of a similar type, scope, and complexity; and
 11. Identify any legal proceedings, arbitrations, complaints or court actions files by any person against the firm or individual within the last three (3) years for any project in which the firm or the individual participated.
- b. Conflict of Interest: Provide a statement that discloses any past, on-going, or potential conflicts of interest that the firm or individual may have as a result of performing work in response to this RFQ.

SECTION 5. SUBMITTAL REQUIREMENTS.

A complete response to this RFQ must include ten (10) copies of a bound written report and electronic copies of documents containing a PDF version of the Statement of Qualifications. Statements of Qualification will be received until Noon on Mya 18th 2015, at the Salinas City Clerk's Office located at 200 Lincoln Avenue, Salinas, California 93901. Faxed responses are not acceptable and will be returned to the sender without review. The submittal deadline is absolute. Late submittals will not be considered. Statements of Qualification received after the due date and time will not be accepted or considered and will be returned to the sender without review. Prospective firms and individuals must select a method of delivery that ensures the

Statement of Qualifications will be delivered to the correct location by the due date and time. The ten copies of bound written Statement of Qualifications, and one CD shall be submitted in one package with the words "GSA Development Project". The sealed and marked price proposal envelope shall be included in the package. In case of any conflict between the PDF version sent by email, and the submitted bound copies, the submitted bound copies will control.

This RFQ may be downloaded from City of Salinas Home Web Page or provided by the City Clerk at the address listed above. Note that failure to notify the City that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued. Questions regarding this RFQ may be directed to the Consortium at gsafacilitation@simplelists.com.

Interested firms or individuals are required to identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law.

The Consortium reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted fully responsive Statement of Qualifications and who is determined by the Consortium to be a professional, qualified firm or individual, or (4) take whatever action or make whatever decision it determines to be appropriate including allowing the selected consultant to continue on to final design and construction without re-advertising the project. The Consortium assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

SECTION 6. RECORDS AND FINANCIAL DATA

All correspondence with the Consortium, including responses to this RFQ, will become the exclusive property of the Consortium upon receipt and will become public records under the California Public Records Act. Financial data, rates for services, and cost sheets are not considered confidential or proprietary. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited

number of exceptions to this disclosure requirement. During this selection process, until a firm or an individual is selected, the Consortium will not disclose submittals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, or future court decisions, that information may not remain private or confidential and may be publically disclosed.

SECTION 7. GENERAL PROVISIONS

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the Consortium and all presentations are at the firm or individual's sole cost and expense, and the Consortium will not, under any circumstance, be responsible for any costs or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the property of the Consortium and will become a public record; the Consortium will assume ownership of all documents and deliverables submitted by prospective firms and individuals.

Release of this RFQ does not commit the Consortium to the selection of a firm or an individual and does not commit the Consortium to enter into any agreement with a firm or an individual identified by the Consortium through this process and the most qualified to provide the services described in this RFQ.

Prospective firms and individuals are responsible for making necessary investigations and examination of records. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. It is mutually understood and agreed that the submission of a Statement of Qualifications shall be considered evidence that the prospective firm has made such examinations and investigations. No request for modification of a Statement of Qualifications shall be considered after its submission on the grounds that the prospective firm or individual was not fully informed as to any fact or condition.

A prospective firm or individual may withdraw their submittal at any time prior to the date and the time which is set forth herein as the deadline or submittal of Statements of Qualifications.

The Consortium reserves the right to request additional information at any time from any and all prospective firms or individuals as deemed necessary by the Consortium to evaluate the submittals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original Statement of Qualifications.

If a prospective firm or individual has a question or requests clarification pertaining to this RFQ, such question or request for clarification must be put in writing and submitted to the Consortium in the manner identified below. The Consortium will provide all prospective firms or individuals who have provided their contact information with a list of all questions and requests for clarification, as well as the answers to the questions and responses to the requests for clarification.

All Statements of Qualifications will remain in effect and legally binding for at least one hundred twenty (120) days from the date of submission.

This Request for Qualifications shall be governed in accordance with the laws of the State of California and the jurisdiction of any disputes hereunder shall be Monterey County, or in the appropriate federal court with jurisdiction over the matter.

Unless otherwise directed, all communications regarding this RFQ, including all questions, should be submitted to the Consortium at gsafacilitation@simplelists.com.

SECTION 8. SCHEDULE

The following is the tentative schedule for selection of a consultant:

April 20, 2015	RFQ Release Date
May 11, 2015	Deadline for Submittal of Questions or Requests for Clarification
May 18, 2015	RFQ Response Submittals Due to the Consortium
June 1, 2015	Consortium Review