



**REQUEST FOR QUALIFICATIONS TO
PROVIDE:**

**PROFESSIONAL SERVICES TO THE
SAN LORNZO VALLEY WATER DISTRICT**

**AS – NEEDED HYDROGEOLOGICAL
CONSULTING SERVICES**

RESPONSE DUE: 3:00 PM

ON

June 24, 2019

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4624**

I. INTRODUCTION

Add section on Qualifications

The San Lorenzo Valley Water District (SLVWD or District) is soliciting Statement of Qualifications (SOQ) from qualified consulting firms or individuals (consultant) to provide as needed consultation to include (but is not limited to):

- Representation of SLVWD's interests at the Santa Margarita Groundwater Agency during the development of the groundwater sustainability plan to comply with the Sustainable Groundwater Management Act;
- Identification of potential management areas for the Groundwater Sustainability Plan;
- Development of specific projects necessary to maintain or achieve water supply sustainability;
- Identify new sources of supply, including well locations.
- Review and develop recommendations regarding Conjunctive Use Planning Effort and other options to sustainably manage water supply;
- Preparation and attendance of meetings with the District Board of Directors;
- Development of hydrologic assessments and project related impacts to water availability, and recommendations to the District to sustainably manage the District's water resources;
- Third-party review of water resources-related documents and data;
- Evaluation and reporting related to specific issues that may be encountered over the term of this contract; and
- Client communication

Selection of the consultant will be based on qualifications and experience as ranked by a panel of assigned individuals (staff, Environmental Committee and/or outside experts).

Each selected consultant will commit to a minimum time three-year fee schedule. The base year fee schedule will be established by contract and a maximum inflation factor of 3% will be allowed for each subsequent year.

II. GENERAL INFORMATION

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains four permitted water systems divided into three service areas. Each service area provides supplies from separate water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond and Lompico. The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's four service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (20.9 square miles) and Lompico (2.5 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems.

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, eight active groundwater wells, and operates two surface water treatment plants. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, complex geology, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

III. SOQ REQUIREMENTS

The SOQ shall not exceed 13 pages excluding resumes, cover letter, dividers, front and back covers. SOQ must use a font size of 11 or larger, and provided in a single document. Fee schedule must be provided in a separate document Responses to this RFQ shall be in the following order and shall include:

1. Cover Letter: Include a one-page, dated cover letter indicating the consultants understanding of and interest in the project and summarizing the key components addressed within the SOQ. This document shall be signed by a person legally authorized to represent and enter into contracts for the consultant. Please include name, address, telephone number, email and title for each of these persons.
2. Background: Provide a general description of your background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the consultant which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
3. Experience: The SOQs shall describe examples of previous work involving MODFLOW and working for water agencies. Preference will be given to respondents that have experience working with SGMA and who demonstrate an understanding of managing water supply in complex geologic environments.

4. Staff Experience: Provide resumes describing the qualifications of key staff who will be working on these projects. Provide a list of similar projects and clients that your proposed Project Manager and/or Project Engineer(s) and other key staff have completed work for in the past seven years, including their experience in working with capital improvement water projects. Clearly link the staff and projects.
5. Subconsultant's Experience: Provide a list of all proposed subconsultants, their background and qualifications, point of contact, and degree of involvement.
6. Client References: Client references, including contact person and current telephone numbers. References should focus on projects in which the personnel listed had responsibilities.
7. Fee Schedule: Provide fee schedule for as needed services within the full proposal.

IV. CONSULTANT SELECTION

Consultants will be invited to submit proposals based on the qualifications submitted for the work. The following weighted criteria will be used to evaluate SOQ's:

- a. 40% Experience of staff for work to be done
- b. 30% Understanding and approach to the work to be done
- c. 15% Experience of consultant with similar kinds of work
- d. 10% Overall clarity and presentation of SOQ
- e. 5% Consultant's Local Experience

V. SELECTION PROCESS

Contract negotiations will begin immediately with the first choice candidate after the evaluation process. If an agreement on scope and cost is not reached within thirty (30) working days, the next highest ranked candidate will be contacted and negotiations with that candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

If a clear choice is not evident, interviews will be scheduled with those semi-finalists of exceptional rating.

At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee schedule.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00 for selected consultants.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present each contract to the District's Board for authorization to execute a contract with the responsive consultant.

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VI. SELECTION SCHEDULE

The District anticipates that the process for selection of consultant and awarding of contracts will be according to the following tentative schedule:

SOQ Due Date	
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	July 18, 2019
Final Selection and Notification	July 19, 2019

VII. SPECIAL CONDITIONS / ATTACHMENTS

The following links to documents are included as attachments to provide background:

[Water Availability Assessment for the San Lorenzo River Watershed Conjunctive Use Plan](#)

[Water Supply Master Plan](#)

[2010 Urban Water Management Plan -FINAL](#)

[2015 Urban Water Management Plan](#)

VIII. SUBMITTAL REQUIREMENTS

1. Submit one electronic copy of the SOQ in PDF format by email or (on CD, DVD or Thumb Drive). The SOQ shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Consultant.
2. The SOQ must be received no later than **3:00 p.m.** local time, on or before June 24, **2019** at the office of:

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006**

hhossack@slvwd.com

Attn: Holly Hossack, District Secretary

Failure to comply with the requirements of this RFQ may result in disqualification.

Questions regarding this RFQ shall be submitted in writing to hhossack@slvwd.com by June 19 , 2019. The District will not respond to questions submitted after June 21, 2019.