

BUTTE COUNTY DEPARTMENT OF WATER AND RESOURCE  
CONSERVATION  
REQUEST FOR PROPOSALS TO

**DEVELOP AN INTEGRATED REGIONAL WATER  
MANAGEMENT PLAN UNDER THE DIRECTION OF THE  
NORTHERN SACRAMENTO VALLEY INTEGRATED REGIONAL  
WATER MANAGEMENT BOARD FOR AREAS  
ENCOMPASSING THE COUNTIES OF  
BUTTE, COLUSA, GLENN, SHASTA, SUTTER AND TEHAMA**



**PROPOSALS DUE: June 17, 2011**

**BUTTE COUNTY DEPARTMENT OF WATER AND RESOURCE  
CONSERVATION REQUEST FOR PROPOSALS TO CONDUCT SPECIFIC TASKS  
ASSOCIATED WITH THE DEVELOPMENT OF  
THE NORTHERN SACRAMENTO VALLEY  
INTEGRATED REGIONAL WATER MANAGEMENT PLAN**

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INTEGRATED REGIONAL WATER MANAGEMENT PLAN**

## **1.0 Project Background**

Butte County is requesting proposals (RFP) to conduct specific tasks associated with the development of the Northern Sacramento Valley Integrated Regional Water Management Plan (NSVIRWMP). This project is being managed by the Butte County Department of Water and Resource Conservation under the direction of the Northern Sacramento Valley Integrated Regional Water Management Board (IRWM Board), which includes representation from the Counties of Butte, Colusa, Glenn, Shasta, Sutter and Tehama utilizing grant funding from Proposition 84 administered through the California Department of Water Resources (DWR).

The tasks associated with this RFP will require the consultant to coordinate with the IRWM Board and the Technical Advisory Committee (TAC) as well as other stakeholders from within the region and neighboring IRWM regions to complete tasks necessary for the development of the NSVIRWMP in compliance with the criteria set forth in the California Water Code §10530 et seq. The tasks outlined in this RFP are taken from the grant application, which is made available as an attachment. Potential contractors should note that the grant application request was \$1,000,000, while the award being offered by DWR is \$900,000. Proposers should address how this funding gap will be addressed in their proposal taking into consideration work currently being completed under the USBR funding awarded to Reclamation District 108 (Northern Sacramento Valley Integrated Regional Water Management Governance, Work Plan and Funding Plan).

Butte County is requesting proposals from an engineering/environmental consulting firm or team of firms with requisite experience in:

- the design and development of an IRWMP consistent with the California Water Code and other requirements established by the DWR.
- the revision and development of a long-term funding plan for implementation and future updates of the IRWMP
- processing and coordinating various Board and public inputs into the associated process of developing an IRWMP
- interaction with public advisory entities and local governments
- communicating complex and sometimes controversial scientific topics and facts to the public and elected and appointed officials

Throughout the RFP, the term “contractor” will generically refer to the engineering/environmental consulting firm or firms contracted for the professional services described in this RFP, though several tasks may be completed by more than one party, and not all tasks require the services of a licensed engineer or geologist.

## **2.0 Project Tasks and Deliverables**

The contractor will coordinate with and conduct all tasks under the direction of the NSVIRWM Board and at the direction of the Board may consult with the Technical Advisory Committee (TAC). A major component of this project will be the need for the contractor to coordinate activities of the NSV IRWM Board and the TAC. Although the tasks listed below are considered to be essential in the development of the NSV IRWMP, potential contractors should be encouraged to seek creative approaches to the primary task of the development of the NSV IRWMP itself.

### **Task 1: Project Management**

The contractor shall coordinate and work with members of the Board and the TAC in the submittal of draft quarterly and final invoices and reports in compliance with Proposition 84 grant funding requirements. Draft invoices and reports shall be submitted to the fiscal agent (Butte County) for submittal to DWR.

Deliverables: Updated schedule and budget  
Draft and final quarterly and final invoices and reports  
Draft and final long-term funding plan  
Other reports as specified in grant agreement

### **Task 2: Outreach Process, Meetings and Facilitation**

The NSVIRWM planning area covers the majority of six counties (Butte, Colusa, Glenn, Shasta, Sutter and Tehama) and covers a vast geographic area posing a challenge for outreach and notification to the general public including Disadvantaged Communities and Tribal interests (stakeholders). The region is essentially rural in nature, with a few urban areas scattered throughout, mostly related to major highway arterials and rivers. The group has initially elected to hold their meetings on a rotating basis throughout the region to ensure the opportunity for participation by all stakeholders from within the region, necessitating the coordination of venues for public meetings and direct notification of a large number of people. In addition to the six counties that are participating under the current MOU, close to 200 additional individuals and entities are currently participating in the NSVIRWM planning process.

Additionally, DWR is requiring all IRWM areas to describe how they will interact with adjacent and overlapping areas within the greater Sacramento River Hydrologic Region. For the NSVIRWMP those areas include the Upper Feather River IRWMP, the Sacramento Valley IRWMP, the Westside Regional Water Management Group, and the Yuba County IRWMP. Potential contractors should address approaches to inter-regional communications.

Deliverables: Specific Outreach Plan for Overlap/Boundary Areas

Interregional Coordination Workshops  
Specific Outreach Plan for stakeholders including DAC and Tribal Interests  
Agendas and Minutes from NSVIRWM Board meetings  
Agendas and Minutes from NSVIRWM TAC meetings  
Sign-in Sheets from Meetings  
Updated Participant List  
Updated Distribution List

### **Task 3: Data Collection**

The primary overlap area to the NSVIRWMP is the Sacramento Valley IRWMP and therefore it is anticipated that much of the data from that plan will be incorporated into the NSVIRWMP. This will necessitate review, coordination and updating of this data, which would include groundwater and surface water supply and use information, agricultural demands, status of land use and planning efforts and associated demographics of the entire region as well as other pertinent information.

Deliverables: Data Gap Analysis Report utilizing the Sacramento Valley IRWMP as a reference point and new requirements as defined in the California Water Code  
Discussion paper on overlap and border issues with other neighboring IRWMPs

### **Task 4: Develop IRWMP Components**

The California Water Code describes the mandatory components for a successful IRWM. Some of the mandatory components that must be addressed are: governance of the region; physical description of the region; objectives and goals for the region; how the region will incorporate the resource management strategies identified in the California Water Plan into their plan to meet their goals and objectives; how potential projects are identified and prioritized; what are the impacts and benefits of potential projects to the region as well as to areas outside of the region; what are the statewide impacts and benefits of potential actions; methodology for developing performance measures; methods for management of the data; how the projects and planning efforts will be financed; how does the regional planning effort coincide with local planning efforts as well as statewide resource planning efforts; how do stakeholders engage in the planning process including DAC and Tribal interests; how will the plan address climate change; and how will all of this information be coordinated and incorporated into the plan and addressed in the implementation strategy for the NSVIRWMP.

Deliverables: Draft and Final Framework for NSVIRWMP including mandatory and preferable elements as discussed in the California Water Code including, but not limited to:

- Comprehensive Description of the NSVIRWMP Region
- Resource Management Strategies applicable to the NSVIRWMP Region
- Objectives of the NSVIRWMP Region
- Stakeholder/resource integration

- Feedback loop
- Impact/benefit analysis
- Planning Performance and Monitoring Criteria
- Data Management plan
- Financing and funding Plan
- Technical Analysis
- Coordination with local land use plans
- Stakeholder involvement and coordination
- Climate change
- Tribal notification and engagement
- Implementation strategy
- Evaluation of environmental and regulatory compliance

### **Task 5: IRWMP Preparation**

To be successful, IRWMPs need to begin with a solid foundation based on extensive public outreach accompanied by a feedback loop to interested parties. Therefore it is anticipated that the process will necessitate more than one draft of the NSVIRWMP and a comprehensive approach to the distribution and evaluation of each draft. Potential contractors should address how feedback and public comments will be solicited and incorporated into the final document. Potential approaches should include website development and other uses of technology in this regard. §6066 of the Government Code outlines specific requirements for the adoption of the IRWMP after the plan has been completed as required under California Water Code §10530 et seq. The work plan submitted by potential consultants should address the development of the IRWMP and take the process through to adoption by the NSVIRWMP Board.

Deliverables: Administrative Draft and Final Work Plan  
 Public comment/feedback plan  
 Final NSVIRWMP

### **3.0 Proposal Inquiries and Submission Deadline**

Proposers are encouraged to research documents related to this project on the Butte County Department of Water and Resource Conservation website:  
<http://www.buttecounty.net/Water%20and%20Resource%20Conservation/NoSacramentoIRWM.aspx>

Proposers may **direct inquiries regarding this proposal to Vickie Newlin, Assistant Director, Butte County Department of Water and Resource Conservation, 308 Nelson Avenue, Oroville, CA 95965 (530) 538-2179 / [vnewlin@buttecounty.net](mailto:vnewlin@buttecounty.net) up to May 27, 2011. Staff will post responses to the questions on the Butte County website: by June 3, 2011.**

Seven copies of each proposal must be received by the County at 308 Nelson Avenue, Oroville, CA 95965 by **4:00 PM on June 17, 2011, sealed in an envelope and clearly labeled “PROPOSAL to Conduct Specific Tasks Associated with the Development of the Northern Sacramento Valley Integrated Regional Water Management Plan.”**

The County requests that one copy of each proposal be delivered one-sided and unbound, and other copies be bound and printed on two sides on recycled paper. All costs associated with preparing and submitting proposals will be borne by the proposers, and all proposals submitted and the contents thereof become the property of the County unless explicitly labeled as copyrighted material. The County reserves the right to waive irregularities within any proposal received. Submission of a proposal indicates a willingness of the proposer to sign a professional services contract prepared by the County’s legal counsel, consistent with this RFP and the received proposal.

#### **4.0 Selection Process**

A Review Committee (Committee) comprising of members of the NSV IRWM Board and members of the TAC will evaluate all proposals. **Interviews with short-listed candidates will occur during the month of July 2011.** The County intends to have **contracts signed by the end of August 2011, or upon execution of the funding contract with DWR.** Upon fully executing all agreements, the contractor will be allowed 30 calendar days to complete the final project description and implementation schedule.

#### **5.0 Criteria for Evaluation of Proposal**

Proposals will be evaluated by the following criteria:

- Understanding and Approach ..... 10 points
- Personnel (5), Qualifications (10), Experience (10),  
References (5) and Subcontractors/Sub consultants (5) ..... 35 points
- Work Plan (Scope) ..... 35 points
- Schedule ..... 5 points
- Cost ..... 15 points

#### **6.0 Proposal Contents**

In order for a proposal to be considered by the Committee, it must contain all information requested in this section. As proposals are expected to be concise, information need not be repeated within the proposal to receive full credit during evaluation of each section. The Committee’s evaluation of each proposal will be a weighted total based on the relative importance of each section of the proposal, given as points after each heading in the “Proposal Contents”.

A cover letter should accompany the proposal expressing the contractor’s interest in the work, a statement regarding the qualifications of the contractor to do the work, and any summary information that may be useful or informative to the Committee.

Along with the introductory letter, the contractor should indicate his/her acceptability of the terms and conditions of the standard Butte County Professional Services agreement contained in the Proposal Attachments. Any proposed deviations and modifications to the agreement should be noted, with reasons given, in the introductory letter for review by the County. Changes to the agreement may not be considered by the County once selection has been made.

Included in the introductory letter should be the location where office work is to be accomplished.

### **6.1 General Understanding and Approach (10 Points)**

Proposals shall include a summary of the proposer's understanding of the work to be completed, the types of services that will be provided, and the methodology of how the work will be accomplished. Proposals should include a description of general design concepts and approaches for carrying out the project.

### **6.2 Personnel, Qualifications, Experience and References (35 Points)**

The Committee seeks capable contractors with experience in the development of an IRWMP, which is consistent with the requirements of the grant agreement and the California Water Code §10530 and the ability to respond to the NSVIRWM Board and other stakeholders. Proposals shall include the following:

1. Include organization chart for proposed team(s) and identify the key individuals, including sub-consultants, who are proposed to be part of the team along with their qualifications and experience as it relates to the project. Experience on similar or related projects is highly recommended.
2. Describe the responsibilities of key team members and how the team will interact. The information should include the expected amount of involvement and time commitment of each of these individuals on the project. The proposal must identify the proposed team members' current work commitments to other projects or activities in sufficient detail to indicate that the organization and all the individuals assigned to the project will be able to meet the schedule outlined in the project.
3. A list of at least three representative projects completed during the last three years with a brief description of each project, project team involvement, contract amounts, and type of contract. Applicants are encouraged to showcase projects from within the Northern Sacramento Valley. Proposers should provide a list of key staff members that worked on the project, including project directors and managers. Provide a sample of representative prior work. Provide specific references for each client including client's name, contact name, physical and mailing address, telephone numbers, e-mail, brief description of work, service dates and service value/cost.

4. Statement of Qualifications for any subcontractors. If subcontractors/sub consultants are to be used, the prospective contractor must include in the proposal a description of the work to be done by each subcontractor/sub consultant. All subcontracts must be approved by the County and no work shall be subcontracted without prior written approval of the County. It is expected that the discussion of sub consultants will also include experience and references to similar types of work.
5. Resumes of all key project personnel.

### **6.3 Work Plan (Scope) (35 Points)**

The work plan will ultimately become part of the contract by reference to the proposal and will serve as the basis for developing Exhibit “A” Scope of Work for the contract. The work plan is expected to contain a specific and straightforward discussion of the contractor’s understanding of the project and the accomplishment of all the elements contained in the outline and what is needed to complete the project. The description of how the tasks will be achieved shall be presented in a logical, innovative manner such that it is clearly understood how the plan can efficiently deliver goals of the project.

The project has five tasks as indicated in Section 2 of this RFP. Each task includes suggested deliverables which will be the basis for payments to the consultant. Proposals will address optional subtasks and may indicate additional task or other deviations from the Scope of Services if justified by an explanation of how such additional or modified tasks would result in a more efficient or cost-effective means of carrying out the project.

### **6.4 Schedule (5 Points)**

The proposal will describe a sequence and schedule of dates for the milestones and deliverables. This description shall include a list of the tasks, major milestones and the number of weeks required to complete each of the tasks. Proposals should highlight tasks or activities that may deviate from the proposed schedule and identify what may be causes for delay or uncertainties within the proposed schedule. Schedules should show start and finish dates for each task, and the sequence and overlapping of tasks and events. This project schedule must demonstrate to the County’s satisfaction that the proposer understands what is required to provide all the deliverables for the project within the deadlines delineated in the DWR funding contract which allows two years for the development of the IRWMP.

### **6.5 Cost (15 Points)**

The proposal will detail the cost and deliverables for each task. Each proposal shall suggest dollar value or % of the total not-to-exceed price for each of these deliverables. The proposal should include a Rate Sheet, indicating the hourly billing rate (including overhead and profit) for each member of the contractor’s project team, and the text or a supporting spreadsheet should describe the relative level of effort or hours to be expended by each member. The total project will have a single not-to-exceed cost estimate (excluding costs for Optional Tasks) for complete implementation of the project. It should be noted that the amount of the

funding grant award is \$900,000, while the budget contained in the application proposal requests \$1,000,000 in grant funding. Consultant's response to proposals should reflect their ability to complete the project in spite of the partial award.

## **6.6 Insurance Requirement (Mandatory)**

The proposal will demonstrate that, if accepted, the proposer will be able to fully meet each of the following requirements. The proposer will procure and maintain for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the contractor, its agents, representatives or employees. The County generally requires coverage in the following amounts:

- Workers' Compensation and Employer's Liability – Workers' Compensation insurance up to policy limits and Employer Liability insurance each with policy limits of at least \$1,000,000 for bodily injury or disease.
- Comprehensive General Liability – At least \$1,000,000 combined single limit per occurrence coverage for bodily injury and property damage, plus an annual aggregate of at least \$2,000,000.
- Professional liability (including errors & omissions) insurance of not less than \$1,000,000.

For more information on insurance requirements, refer to RFP Exhibit D – Standard Contract.

## **7.0 RELATED INFORMATION**

### **7.1 Relevant Documents Available from the County**

If a proposer wants copies of any of these documents for preparation of a response to this RFP, the County will provide up to 50 pages of documents without charge. Larger documents requests will have a charge assessed for copy services. All pertinent information should be available on the website. County staff will also be available (for not more than 3 person-hours per week) during the course of this contract to assist in gathering information.

### **7.2 County Notices**

Any questions related to this RFP are to be directed to the county contact person identified above. Do not contact other County personnel or Committee members regarding this project or the selection procedures.

All proposing firms responding to this RFP should note the following:

- A. All work performed for Butte County, including all documents associated with the project, and shall become the exclusive property of Butte County on behalf of the Northern Sacramento Valley Integrated Regional Water Management Board.

- B. Butte County reserves the right to:
- a. Reject any or all submissions.
  - b. Request clarification of any submitted information.
  - c. Waive any informalities or irregularities in any qualifications statement.
  - d. Not enter into any contract.
  - e. Not to select any firm.
  - f. Cancel this process at any time.
  - g. Amend this process at any time.
  - h. Interview firms prior to award.
  - i. Enter into negotiations with one or more firms.
  - j. Award more than one contract if it is in the best interest of the County.
  - k. Issue similar RFPs or RFQs in the future.
  - l. Request additional information during this interview.
- C. The selected firm is expected to perform and complete the project in its entirety within the parameters of the funding grant administered by DWR.
- D. Any and all costs arising from this RFP process incurred by any proposing firm shall be borne by the firm without reimbursement by Butte County.
- E. Contractors that submitted a proposal in response to an RFP but were unsuccessful in their attempt to obtain a contract or recommendation for contract award may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to the Contracts Manager, 2081 Second Street, Oroville, CA 95965, telephone 530-538-7261. Debriefings may be conducted via telephone, email or during a face-to-face meeting at the County offices in Oroville, California.

Companies that have received a debriefing but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to the General Services Director, 3-A County Center Drive, Oroville, CA 95965-334. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest: citing the law, rule, regulation or procedure on which the protest is based. Contractor capabilities, project characteristics and/or pricing features that were not included in the contractor's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto or within seven (7) working days following the debriefing.

**7.3 Exhibits – Exhibits available on Butte County website:**

<http://www.buttecounty.net/waterandresource/>

Exhibit A: Prop 84 grant application as submitted to DWR for funding by Butte County on behalf of the Northern Sacramento Valley IRWMP.

Exhibit B: Task Order for “Northern Sacramento Valley Integrated Regional Water Management Governance, Work Plan and Funding Plan” funding awarded to RD 108 by the USBR under Opportunity Announcement #R10AF20024

Exhibit C: Four County Memorandum of Understanding and Addenda 1 through 4

Exhibit D: Sacramento Valley Integrated Regional Water Management Plan

Exhibit E: Butte County Standard Contract