



## **County of Siskiyou**

### **Request for Qualifications (RFQ)**

### **RFQ #23-01 – Flood Control & Water Conservation District**

### **GROUNDWATER AND HYDROLOGY TECHNICAL STUDIES**

**Submissions may be mailed, delivered, or emailed to:**

Siskiyou County Flood Control & Water Conservation District  
ATTN: Matt Parker, Natural Resources Specialist  
1312 Fairlane Rd., Suite 1  
Yreka, CA 96097  
[SGMA@co.siskiyou.ca.us](mailto:SGMA@co.siskiyou.ca.us)

**Closing Deadline:**

**May 8, 2023  
4:00 PM (PST)**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

### **Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
May 1, 2023	Release of Request for Qualifications (RFQ)
May 4, 2023	Deadline to Submit Questions
May 8, 2023	Submission of Proposals due by 4:00 PM
May 10, 2023	Review of Proposals
May 12, 2023 (estimated)	Notification to Proponents
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

## **1.0 Preface**

The Siskiyou County Flood Control and Water Conservation District (“District”) is seeking submittals from qualified firms to provide groundwater and hydrologic technical expertise to the District. The District in its capacity as the Scott Valley Groundwater Sustainability Agency, the Shasta Valley Groundwater Sustainability Agency, and the Butte Valley Groundwater Sustainability Agency (collectively the “GSA”), desires to gather a list of qualified firms to contact regarding groundwater and hydrologic technical work related to the Sustainable Groundwater Management Act, geologic analysis, watershed modeling and groundwater data collection.

A firm selected will serve at the pleasure of the District Board of Directors. If the GSA elects to award a contract for services as a result of this RFQ, it will enter into a contract establishing the terms and compensation for the subject services.

## **2.0 Scope of Services**

In order to carry out requirements of SGMA, the District serves as the local Groundwater Sustainability Agency for three of the four medium priority groundwater basins in Siskiyou County—the Shasta Valley, Scott Valley and Butte Valley basins. The GSA has developed, adopted, and submitted GSP’s to DWR, and is currently implementing those GSPs for each of the groundwater basins. Implementation includes collecting data and monitoring information pertaining to the Sustainable Management Criteria, conducting activities in “Projects and Management Actions” (as detailed in the GSP’s) and conducting modeling analysis.

The District will also require technical assistance for its role in evaluating new or deepening well permit applications submitted to Siskiyou County Environmental Health Department.

Other technical assistance may include watershed management analysis for upland management projects, storage and/or groundwater recharge project analysis, modeling or analysis of water right regulatory actions or other hydrologic analysis on an as needed basis.

Please carefully review the Scope of Services, Submission Requirements, and the GSP’s as provided as part of this RFQ to provide full and complete qualifications.

## **3.0 Submission Requirements**

Firms that do not meet the minimum qualifications will not have their Statement of Qualifications evaluated.

Respondents must possess a California professional civil engineering license and a professional geologist.

### **1. Cover Letter**

Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer. The cover letter should convey a clear understanding of the requirements and objectives, and why the Respondent is uniquely qualified to be awarded a contract.

## 2. Qualifications

- a. Summary of overall qualifications and experience of the Respondent.
- b. Provide specific information concerning the Responder's experience with the services specified in this RFQ. Examples of completed projects, as current as possible, should be submitted as appropriate.
- c. Proposed Respondent Team - The Proposal shall identify the Project Manager who will be primarily responsible. Please include the qualifications, training, and certifications of Project Manager, and all other staff who will perform the services outlined herein.
- d. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.
- e. Fee Schedule - This section should identify the billing rates for listed personnel, as well as other costs or expenses that would be charged in conjunction with the work.
- f. References - The names, addresses, and telephone numbers of three (3) clients who have contracted with the Respondent for services similar to those described in this RFQ within the last three years.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFQ.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

### 4.0 Selection Criteria

The proposals received in response to this RFQ will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFQ. Any proposal that fails to meet the RFQ's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Experience and competence of the key areas of service identified in the RFQ.
2. Experience and references.
3. Proposed costs.

The County may meet or interview any or all of the proposers during the evaluation process. A contract may be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals. The County may terminate, in part or its entirety, the RFP process.

#### **4.0 General Information**

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the County Administrative Office at 1312 Fairlane, Suite 1, Yreka, CA 96097 by 4:00 PM on May 8, 2023 (ATTN: Matt Parker, Natural Resources Specialist). Please include "RFQ #23-01" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Suite 1, Yreka, CA 96097 (ATTN: Matt Parker, Natural Resources Specialist) and postmarked by 4:00 PM May 8, 2023. Please include "RFQ #23-01" on front of envelope.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Matt Parker, Natural Resources Specialist, at [SGMA@co.siskiyou.ca.us](mailto:SGMA@co.siskiyou.ca.us) and must be received by 4:00 PM May 8, 2023. Please include "RFP #23-01" in the subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Matt Parker by email, [SGMA@co.siskiyou.ca.us](mailto:SGMA@co.siskiyou.ca.us), or by phone at (530) 842-8019.

The County will provide the following to assist the selected entity(s):

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.

4. Advice on the project scope of work.
5. Review and validation of project deliverables.

Any contracts resulting from this RFQ will be made without discrimination on any basis prohibited under state or federal law.

## **5.0 Attachments**

Attachment A – Links to Shasta, Scott and Butte Valley GSP's.

Attachment B – Template Contract