

November 27, 2018

San Antonio Basin Groundwater Sustainability Agency

REQUEST FOR QUALIFICATIONS FOR

GROUNDWATER SUSTAINABILITY AGENCY COST OF SERVICE AND FEE ASSESSMENT ANALYSIS

Deadline for Submission
January 15, 2019

RE: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR COST OF SERVICE AND FEE ASSESSMENT ANALYSIS

INTRODUCTION

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) are requesting qualification submittals from consultants with experience in cost of service and fee assessment analysis for public agencies.

The SABGSA is primarily interested in the consultant's experience in relation to setting fees and rates consistent with the limitations on such activity set forth in Articles XIII C and D of the California Constitution (Propositions 26 and 218), and specifically how they relate to the Sustainable Groundwater Management Act (SGMA). The services provided may include: review of current fees by other California Groundwater Sustainability Agencies, evaluation of fee assessment alternatives, and development of fee schedules to fund the costs of administration for the SABGSA and development of the Groundwater Sustainability Plan (GSP) and related expenses. Services may also include preparing outreach materials, meeting with SABGSA staff and board members, and presenting at public stakeholder workshops and Board meetings. Preference will be given to local respondents.

If the SABGSA determines to award a contract for services as a result of this request for qualifications (RFQ), a Scope of Work will be negotiated and a contract will be executed establishing the terms and compensation for the subject services. The SABGSA does not guarantee work to any qualified firm or consultant.

BACKGROUND INFORMATION

On September 14, 2014, the California Governor signed into law three bills collectively referred to as SGMA. SGMA required the formation of groundwater sustainability agencies (GSAs) in medium- and high-priority basins by June 30, 2017. The San Antonio Creek Groundwater Basin (Basin) has been designated by the California Department of Water Resources (DWR) as a medium-priority basin.

The Cachuma Resource Conservation District and the Los Alamos Community Services District are both GSA-eligible entities in the Basin. In May 2017, these two agencies entered into a Joint Exercise of Powers Agreement creating the San Antonio Basin Groundwater Sustainability Agency (SABGSA). In June 2017, SABGSA filed its notice of intent to serve as the GSA for the Basin. No competing or overlapping GSA notices were filed for any areas within the Basin by the June 30, 2017 deadline; SABGSA is thus the sole GSA for the Basin. More information on the SABGSA can be found at <http://sanantoniobasingsa.org/>.

SCHEDULE

To the extent achievable, the following schedule shall govern the RFQ. The SABGSA reserves the right to modify the dates below.

- **Availability of the Request for Qualifications: November 28, 2018**
- **Deadline for Submission of Interpretation and/or Questions: January 11, 2019**
- **Closing date for Submission in Response to Request for Qualifications: January 15, 2019**

All questions should be submitted via email to: aolsen@sanantoniobasingsa.org

QUALIFICATIONS

1. Firm’s Background and Experience:
 - a. Discussion of the firm’s experience in cost of service and fee assessment analysis services for public agencies of similar size and services provided, specifically pursuant to the authority granted by SGMA.
 - b. Experience and qualifications of project manager and key project staff.
 - c. Identify experience working with other GSAs.
2. Experience with 5-year revenue requirement projections for recently formed agencies:
 - a. Discussion of firm’s experience with short to mid-range financial planning for new public agencies and development of fees/assessments to cover projected expenses of new public agencies, specifically in relation to qualified expenditures under SGMA.
3. Experience with limitations on the levying of fees, assessments, and taxes in California as set forth in Articles XIII C and D of the California state constitution (Propositions 26 and 218):
 - a. Demonstrated experience with development of fee-based rates.
 - b. Demonstrated experience with development of “tax”-based rates.
 - c. Demonstrated experience with development of benefit assessment based rates.
4. Experience with fee and rate design and implementation:
 - a. Discussion of experience working with citizen advisory committees and stakeholders in the fee design process.
 - b. Experience with creating compelling community outreach information pertaining to new fees and rates.
5. Additional pertinent information the SABGSA should consider.
6. Ability to perform work subject to the following tentative schedule:

March 2019	Work with GSA Advisory Committee, Staff and Board to create and finalize scope of services and total compensation
March/April 2019	Commence work
April-June 2019	Proceed with work including significant input from Advisory Committee, Staff and Board
June 2019	Final report and recommendations to Board

SUBMISSION REQUIREMENTS

Responses should be delivered by email to Anna Olsen at aolsen@sanantoniobasingsa.org no later than 5:00 pm January 15, 2019. In the subject line, please include the name of the consultant or firm and the phrase, "Fee Analysis and Rate Setting Proposal."

Proposals should contain the following:

1. Cover letter (no longer than 1 page)

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. Respondent's Qualifications

Responses to the items in the Qualifications section of this RFQ.

3. Proposed Respondent Team

The statement of qualifications shall identify the Project Manager who will be primarily responsible for providing services to the Agency, and other staff to be assigned to the team. Please include the qualifications, training, and certifications of the Project Manager, and all other staff who will perform the services outlined herein. Include a resume for each, listing education, experience, and expertise in this type of work.

4. 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.

5. Conflicts

This section should identify whether respondent anticipates it would need to obtain conflict waivers from any existing clients and how respondent anticipates addressing any potential conflicts with respect to any member of the SABGSA and/or other GSAs.

6. References

The names, addresses, and telephone numbers of three (3) public agency clients who have contracted with the Respondent for services similar to those described in this RFQ within the last five years.

7. Proposed Scope of Work and Schedule

Submit a proposed scope of work and schedule that demonstrates how the consultant would proceed with the work within the timeframe specified, the proposed project elements, tentative list of data needs, opportunities for advisory committee and board participation, and approach to community outreach and engagement.

EVALUATION CRITERIA

The following criteria will be used by the Agency in evaluating submissions:

1. Experience and demonstrated competence of the identified key areas of service outlined in the Qualifications section of this RFQ.
2. Reference recommendations.
3. Comprehensive consultant fee schedule.
4. Thoroughness of submission.

The SABGSA reserves the right to award a contract based on written responses only, however oral presentations and written questions for further clarifications may be required of some or all of the respondents.

Sincerely,



Anna Olsen
Executive Director, SABGSA