



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

REQUEST FOR PROPOSALS

**Groundwater Sustainability Plan Annual Report, Water Year 2023
San Antonio Creek Valley Groundwater Basin**

Deadline for Submission: October 20, 2023 by 5:00pm

RFP Issued: September 20, 2023

Response Submission Deadline: 5:00 pm October 20, 2023

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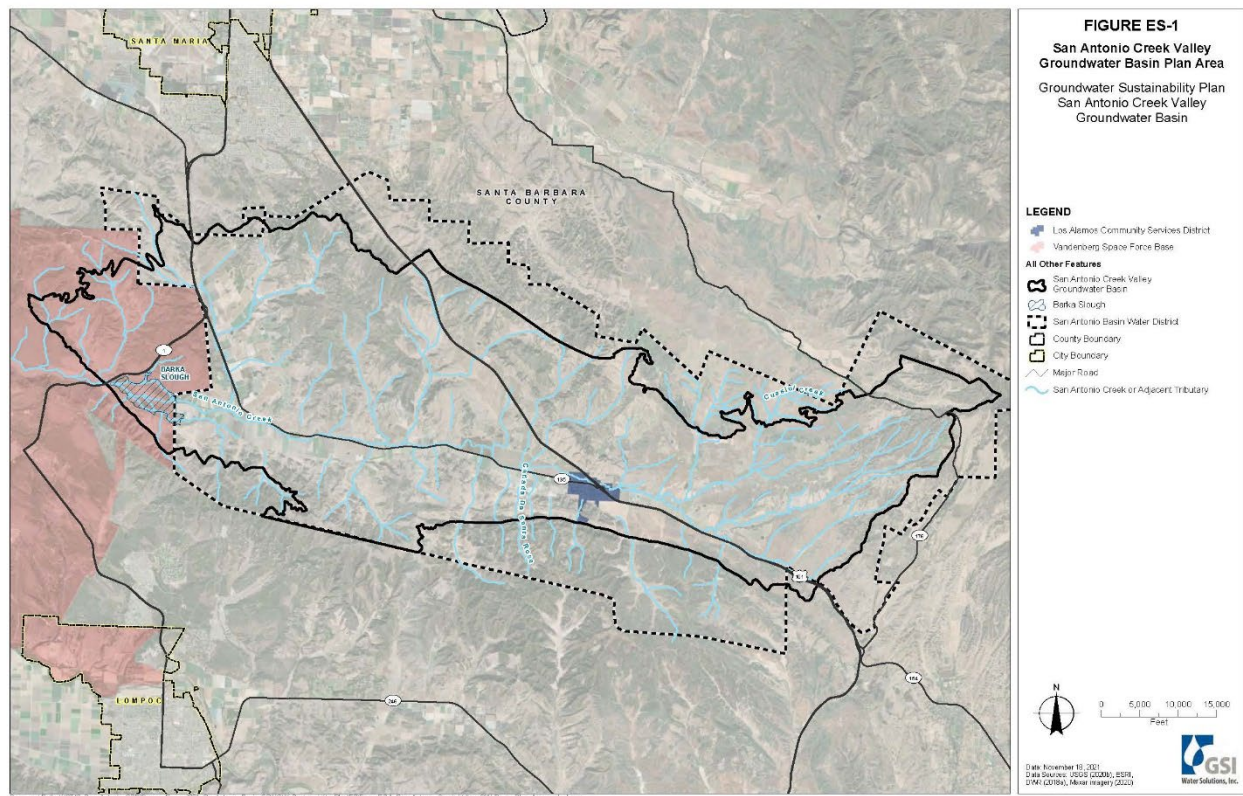
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I. BACKGROUND

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) was formed in 2017 for the purpose of sustainably managing groundwater and developing the Groundwater Sustainability Plan (GSP) for the San Antonio Creek Valley Groundwater Basin (Basin). The SABGSA member agencies are the San Antonio Basin Water District and Los Alamos Community Services District. The Basin occupies approximately 123 square miles in western Santa Barbara County. It is bounded on the north by the Casmalia Hills and Solomon Hills, on the east by the San Rafael Mountains and a watershed divide separating the adjoining Santa Ynez River Valley groundwater basin, on the south by the Purisima Hills and Burton Mesa, and the west by the approximate western boundary of Barka Slough. The Basin has been designated by the California Department of Water Resources (DWR) as "medium-priority." The SABGSA [submitted its GSP](#) to DWR in January 2022.

Pursuant to the SGMA regulations, a Groundwater Sustainability Plan (GSP) Annual Report must be submitted to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the GSP. Because the reporting period for SABGSA's GSP included water years 1981 through 2018, the [first GSP Annual Report](#) for the Basin documented and updated data from October 1, 2018 through September 30, 2021. The [GSP 2022 Annual Report](#) conveys monitoring and water use data for water year 2022, which is from October 1, 2021 through September 30, 2022. The purpose of reporting on an annual basis is to gauge performance of the Basin relative to the sustainability goals set forth in the GSP.

FIGURE ES-1 – Basin Boundary Map



II. SCOPE OF SERVICES

SABGSA is seeking a qualified consultant (“Consultant”) to develop the Groundwater Sustainability Plan (GSP or Plan) Annual Report for Water Year 2023 for the San Antonio Creek Valley Groundwater Basin (Basin). Respondents are expected to be familiar with SGMA laws and regulations. The scope of work is expected to include all work necessary to meet the requirements set forth under SGMA.

The GSP for the Basin outlines steps for achieving groundwater sustainability within 20 years. To measure the effectiveness of the Plan and demonstrate to the DWR that SABGSA is on track to manage groundwater sustainably, the Consultant will need to compile data and prepare a GSP Annual Report that summarizes the results of monitoring efforts, document changes in groundwater supplies, tabulates groundwater use Basin-wide, and tracks the effectiveness of GSP implementation efforts.

The tasks outlined below include the necessary components for the GSP 2023 Annual Report, with notes regarding the methodology used for the GSP 2022 Annual Report. If the Consultant would like to propose a different approach and/or add or remove tasks, please indicate that in your RFP response under IV. Submittal Requirements, Section F. Work Plan, Schedule, & Budget.

Task 1: Data Analysis & Representation

- Task 1.1: Groundwater Elevation Data (for each principal aquifer). This should include:
 - Preparation of groundwater level elevation contour maps for each of the principal aquifers (Paso Robles Formation and the Careaga Sand) in the Basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.
 - Preparation of Water Level Elevation Hydrographs (water levels plotted versus time) for the 15 representative monitoring wells, which is a subset of the GSP’s groundwater level monitoring network.
 - In addition to groundwater elevation data that can be downloaded from the DWR SGMA Portal, data from Los Alamos Community Services District (LACSD) and SABGSA Quarterly Monitoring Reports will be made available to the Consultant.
- Task 1.2: Groundwater Extraction
 - Groundwater extraction estimates were prepared for the GSP through water year 2018. These estimates were updated through water year 2021 (period for the GSP first annual report) using groundwater extraction information provided by LACSD, Vandenberg Space Force Base (VSFB), crop coverage information derived from satellite imagery, crop water use factors defined in the GSP, and total irrigated acres in the Basin provided by the San Antonio Basin Water District (District).
 - Agricultural water use constituted approximately 96 percent of the total groundwater pumping in the Basin in water years 2019 to 2021. Agricultural water demand was calculated at that time using 2018 land use data prepared by Land IQ, LLC (Land IQ) for DWR1, the District’s assessment data for irrigated acres (SABWD, 2021), DWR evapotranspiration zones (DWR, 2022), and Santa Ynez River Valley Water District

(SYRWD) crop-specific water use factors (SYRWCD, 2010; revised by growers in the Basin).

- For the water year 2022 annual report, SABGSA contracted with Land IQ to provide the 2022 land use data and also utilized OpenET to compute agricultural water use by parcel. The Land IQ/OpenET results were compared and contrasted with the method used in the previous annual report to assess the efficacy of this new approach. Results were documented in the annual report.
- Task 1.3: Surface Water Supply (currently not applicable to the Basin)
 - The regulations require that a description of surface water supplies be incorporated into the annual report. The use of surface water is currently not applicable to the Basin and shall be stated as such in the annual report.
- Task 1.4: Total Water Use
 - Compile and present total Basin water use information, including water sector, water source type, method of measurement, and a relative representation of accuracy of the measurement methodology.
- Task 1.5: Change in Groundwater in Storage
 - Changes in groundwater in storage were calculated by comparing water level contour maps for fall and spring periods for 2021 and 2022 and calculating the changes in volume of groundwater in storage between years. An ArcGIS® tool was used to compute the volume difference between the initial groundwater surface and following year's groundwater surface.
- Task 1.6: Progress Toward Sustainability
 - The water level elevations and trends observed in the representative wells should be compared to the minimum thresholds, measurable objectives, and interim milestones (sustainable management criteria) presented in the GSP for each well. The condition of the Basin should be described relative to the sustainable management criteria established in the GSP.

Task 2 – Report Preparation & Approval

The Consultant will prepare an initial administrative draft report for SABGSA staff review in early February 2024. The Consultant will prepare a public draft of the report incorporating staff comments and present it to the SABGSA Board for review and comment on February 20, 2024. The draft report will also be posted to SABGSA's website for public review and comment. The Consultant will prepare a final draft of the report and present it to the SABGSA Board for approval on March 19, 2024.

Presentations to the Board can be summarized in the form of slide decks and figures. The Consultant may attend SABGSA Board meetings remotely via Zoom.

Task 3 – Report and Data Submittal to DWR by April 1, 2024

Once approved by the SABGSA Board, the Consultant will prepare and upload the final report to the DWR SGMA Portal as well as water level data and supporting documentation as required by DWR.

Task 4 – House and Maintain SABGSA Data Management System

The Consultant will be responsible for hosting, managing, and maintaining SABGSA's DMS. The Consultant will update the Basin's existing DMS consistent with the data submitted to the Portal as described in Task 3.

III. SUBMITTAL DEADLINE & INSTRUCTIONS

One electronic copy of the RFP Response should be delivered in pdf format via email to Stephanie Bertoux, SABGSA Executive Director at admin@sanantoniobasingsa.org no later than 5:00 pm, October 20, 2023. In the subject line, please include "RFP Response for GSP Annual Report, Water Year 2023."

IV. SUBMITTAL REQUIREMENTS

To respond to the RFP, a proposer must submit a proposal on or before the deadline. The proposal, responding to Sections IV A-E in this RFP, shall be limited to twenty (20) pages in length. Section F. Work Plan, Schedule, & Budget is not included in the 20-page limit. All submittals shall include the following information:

- A. Cover letter: The cover letter should convey a clear understanding of the requirements and objectives and indicate why the proposer is uniquely qualified to perform the specific tasks or services. Please include the location of the office and/or personnel performing the work.
- B. Consultant's Qualifications: Provide a summary of overall qualifications and experience of the Consultant's qualifications to perform well monitoring and reporting services, including a description of previous or current projects that highlight such qualifications.
- C. Proposed Project Team: Please identify the individual who will serve as Project Manager and the primary Point of Contact (POC) contact for SABGSA for this work and include their name, title, license number, office location, and contact information. Please include a resume for each team member outlining their name, title, license number, office location, qualifications, and experience with this type of work. Proposers shall also identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate what products and/or services are to be supplied by that subcontractor.
- D. References: Provide at least three references for whom the proposer has performed similar or related services within the past five years, with a preference for public agency references. For

each reference, please include a brief description of the services provided, the duration of the project, and a current name, title, phone number, and email for the agency contact.

- E. Insurance: The selected Consultant will be required to provide proof of insurance coverage naming SABGSA as an additional insured in the amounts listed below. Please provide a statement that your firm can meet these requirements.
- Commercial General Liability & Property Damage: \$ 1.0 Million per occurrence
 - Professional Liability: \$ 1.0 Million per occurrence / \$ 2.0 Million aggregate
 - Auto Liability /Property Damage/Bodily Injury: \$ 1.0 Million per occurrence
 - Workers Compensation & Disability Benefits: \$ 1.0 Million per occurrence
- F. Work Plan, Schedule, & Budget: Include a work plan outlining your approach that addresses the Consultant's understanding of project requirements, key issues, and challenges. Please include a budget delineating labor costs and direct expenses that includes all components outlined in Section II. Scope of Services and any other tasks the Consultant deems necessary to complete the work and satisfy requirements set forth under SGMA. Please also describe when the respondent would be able to commence work. If the Consultant is preparing a proposal for both the GSP Annual Report for WY 2023 RFP and the Quarterly Groundwater Level Monitoring & Reporting RFP, please indicate cost savings, if any, and identify workflow efficiencies to avoid duplication of tasks.

V. CONTACT INFORMATION

All requests, questions or other communications regarding this RFP shall be made in writing to Stephanie Bertoux, SABGSA Executive Director, via email at admin@sanantoniobasingsa.org.

VI. REVIEW SCHEDULE AND SELECTION PROCESS

SABGSA reserves the right to select one or multiple vendors, based on its sole discretion, as necessary to best complete the services outlined in the proposed Scope of Services. Each proposal submittal will be reviewed for the following:

- Quality and completeness of the proposal submittal
- Familiarity with local conditions, understanding of project requirements, key issues, and challenges
- Proposed approach for completing the project on schedule and in a cost-effective manner
- Project team qualifications and experience of key staff with similar projects
- References

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

- RFP Release Date: September 20, 2023
- RFP Due Date: October 20, 2023
- Interview Date: TBD, if needed
- Award Date: November 28, 2023

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 the respondents. If so, proposers will be notified with the details of the interview process. SABGSA's Board of Directors will make the final decision on the selection of a Consultant.

VII. SABGSA RIGHTS & OPTIONS

SABGSA's Board of Directors reserves the right to reject all proposals and issue a subsequent or modified RFP; remedy technical errors in the RFP process; negotiate with any, all, or none of the respondents to the RFP; accept multiple responses; and request additional information or clarification from any or all proposers.

RFP Preparation, Interview, and Negotiation Costs: SABGSA shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any RFPs, or costs incurred by the responding firms during any interview and negotiations phase of the solicitation process.

Withdrawal: To withdraw a RFP response, the responding firm must submit a written request, signed by an authorized representative, to SABGSA. After withdrawing a previously submitted RFP response, the responding firm may submit another RFP response at any time up to the submission deadline.

RFP Amendment & Errors: SABGSA shall not accept any amendments, revisions, or alterations to the RFP response after the deadline for the proposal. Responding firms are liable for all errors or omissions contained in their RFP response.

RFP Amendment and Cancellation: SABGSA reserves the unilateral right to amend this RFP in writing at any time. SABGSA also reserves the right to cancel or reissue the RFP at its sole discretion. SABGSA shall post copies of the RFP and amendments on its website at: <https://sanantoniobasingsa.org/> and it shall be the responsibility of the responding firm to monitor the posting of written amendments. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

Right of Rejection & Waiver of Deficiencies: SABGSA reserves the right, at its sole discretion, to reject any, and all proposals or to cancel this RFP in its entirety. Any proposal received which does not meet the requirements of this RFP may be considered non-responsive and may be rejected. SABGSA reserves the right, at its sole discretion, to waive deficiencies in proposals provided such action is in the best interest of SABGSA.

Disclosure of Proposal Contents: All materials submitted in response to this RFP procurement process become the property of SABGSA. By submitting a RFP response, the responding firm acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.