



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

REQUEST FOR PROPOSALS

**Quarterly Groundwater Level Monitoring and Reporting in the
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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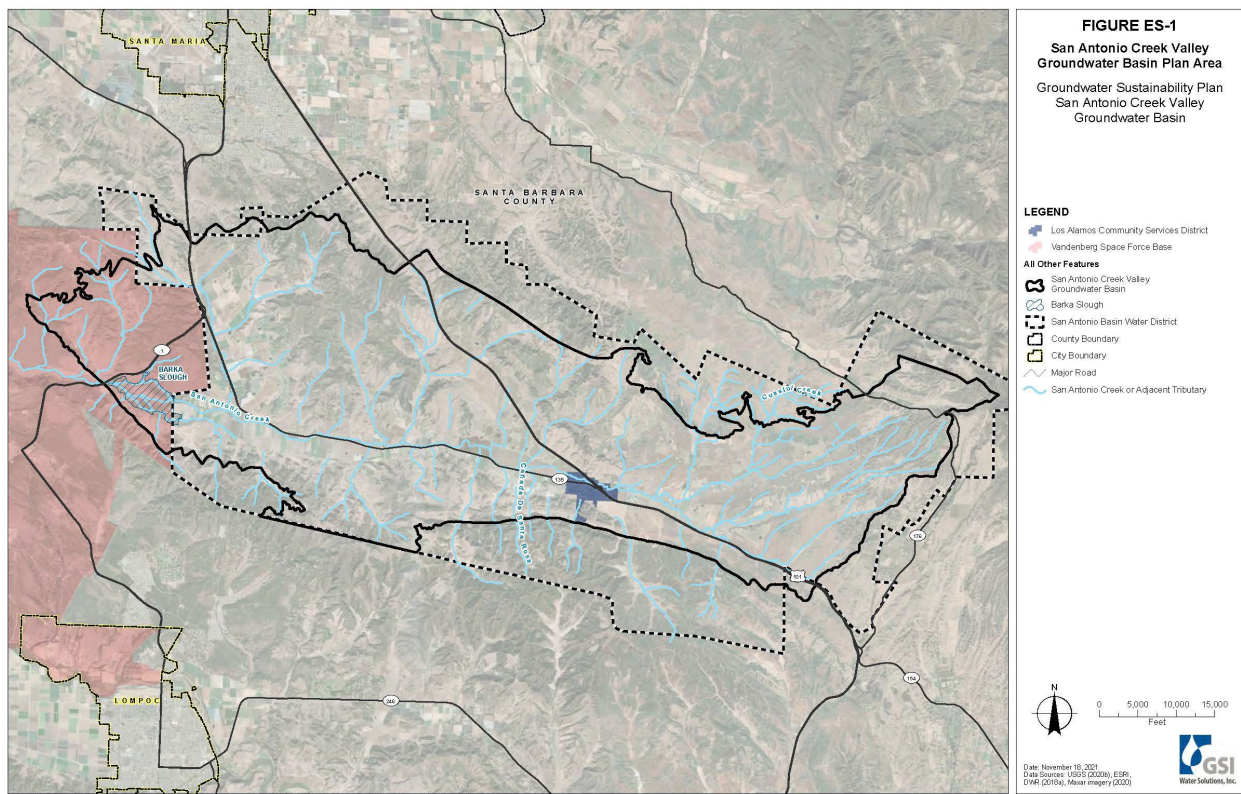
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I. BACKGROUND

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.

SABGSA is responsible for implementing the goals, projects, and management actions of the GSP to achieve sustainability within the Basin. SABGSA established its quarterly groundwater level monitoring and reporting program in 2019. Physical measurements of groundwater levels, in approximately 38 wells within the Basin, are performed quarterly in March, June, September, and December of each calendar year. The groundwater level measurements are used, in part, to evaluate the changing conditions within the Basin and to evaluate the progress towards sustainability. SABGSA's previous quarterly and annual groundwater level monitoring reports can be found at: <https://sanantoniobasingsa.org/groundwater-planning-and-reports/>.

FIGURE ES-1 – Basin Boundary Map



II. SCOPE OF SERVICES

SABGSA is seeking a qualified consultant (“Consultant”) to provide quarterly groundwater monitoring and reporting services for calendar year 2024 to support the ongoing groundwater monitoring effort in the 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. Insight from groundwater level monitoring will provide essential hydrologic information that SABGSA can use to better understand groundwater conditions and monitor effects of groundwater management programs in the Basin.

The tasks outlined below represent SABGSA’s desired scope of services. 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: Quarterly Groundwater Level Monitoring & Landowner Communication

The scope of work to be performed under the terms of this Request for Proposals (RFP) will include the Consultant providing field and office staff to prepare for and implement quarterly groundwater level measurements in approximately 38 wells. Groundwater level measurements will be collected manually by the Consultant on a quarterly basis (Monitoring Event) in the 38 accessible wells included in the Basin Groundwater Level Monitoring Network. The current duration of each quarterly Monitoring Event is two consecutive days in the field, occurring Monday through Friday during normal business hours. The tentative schedule for 2024 calendar year is provided below for reference.

- Q1 2024 Monitoring Event – Week of March 11th 2024 (2 consecutive days)
- Q2 2024 Monitoring Event – Week of June 10th 2024 (2 consecutive days)
- Q3 2024 Monitoring Event – Week of September 9th 2024 (2 consecutive days)
- Q4 2024 Monitoring Event – Week of December 9th 2024 (2 consecutive days)

NOTE: There are approximately 10 wells located in the Barka Slough area on Vandenberg Space Force Base (VSFB). The Consultant will need to be screened and pre-qualified by VSFB for base access prior to conducting quarterly groundwater level measurements. All associated costs will be borne by the Consultant.

Water level data will also be collected at more frequent intervals using existing data-recording pressure transducers (transducers) installed in 10 of the 38 wells. The Consultant will download water level data from the transducers and calibrate with manual depth to water readings on a quarterly basis. In the event of transducer failure, the Consultant will coordinate the removal, replacement, and installation of the transducer once written approval has been issued by SABGSA. For budgeting purposes, SABGSA assumes that one transducer and data cable will need to be replaced each year.

Prior to each quarterly monitoring event, the Consultant will contact well owners via email to coordinate access to the wells and request that well owners shut off the well for at least 8 hours before the monitoring event so that a static measurement can be obtained. The Consultant will conduct a

good faith effort to access each well. SABGSA will be responsible for developing and maintaining access agreements with well owners and will provide the Consultant with a contact list for well owners. If access to any of the wells is restricted, SABGSA understands that water levels may not be measured in affected wells.

Task 2: Quarterly Groundwater Level Reporting & Upload Water Levels to SGMA Portal

At the conclusion of each quarterly monitoring event, the Consultant will generate a brief technical memorandum (TM) that presents an overview of that quarter's monitoring activities and a table of the results of the groundwater level monitoring. The intent of these reports is to regularly update SABGSA on the status of the monitoring program. Additionally, the quarterly reports memorialize important changes in the monitoring program that may influence data collection and can be reviewed at a later date. The quarterly TMs are expected to be provided to SABGSA within two weeks after each monitoring event and provide the following information. For reference, prior TMs can be found at: <https://sanantoniobasingsa.org/groundwater-planning-and-reports/>

- Summary tables listing measured depth to groundwater and groundwater elevation in each monitoring well,
- Maps of the well locations in the monitoring network, including access status and updates for the addition or removal of wells from the network,
- Summary of noteworthy observations or differences between monitoring events, including but not limited to well access, changes in reference points, equipment repairs/replacements, and challenges associated with data collection, and
- Recommendations for future monitoring events.

Per Sustainable Groundwater Management Act (SGMA) regulations and Water Code §10933(e)(2), the SABGSA is required to upload seasonal water level measurements that provide sufficient information to demonstrate seasonal and long-term trends in groundwater elevations. The California Department of Water Resources (DWR) has historically defined seasonal measurement periods as spring (January 1 to June 30) and fall (July 1 to December 31). The SABGSA must collect a minimum of one measurement per season, for all wells included in the Basin's Monitoring Network Module on the SGMA Portal (Portal). These measurements must be submitted to the Portal by July 1 for spring and January 1 for fall. The scope of services for the Consultant for Task 2 shall include the upload of Basin water level measurements for spring 2024 to the Portal by July 1, 2024 and fall 2024 by January 1, 2025.

The Consultant will be responsible for data entry into SABGSA's Data Management System (DMS) including performing QA/QC on the measurement data, performing database queries to verify well measurements, and updating notes, comments, photos, and well information in the DMS.

Task 3: Annual Groundwater Elevation Monitoring Report & Upload Water Levels to SGMA Portal

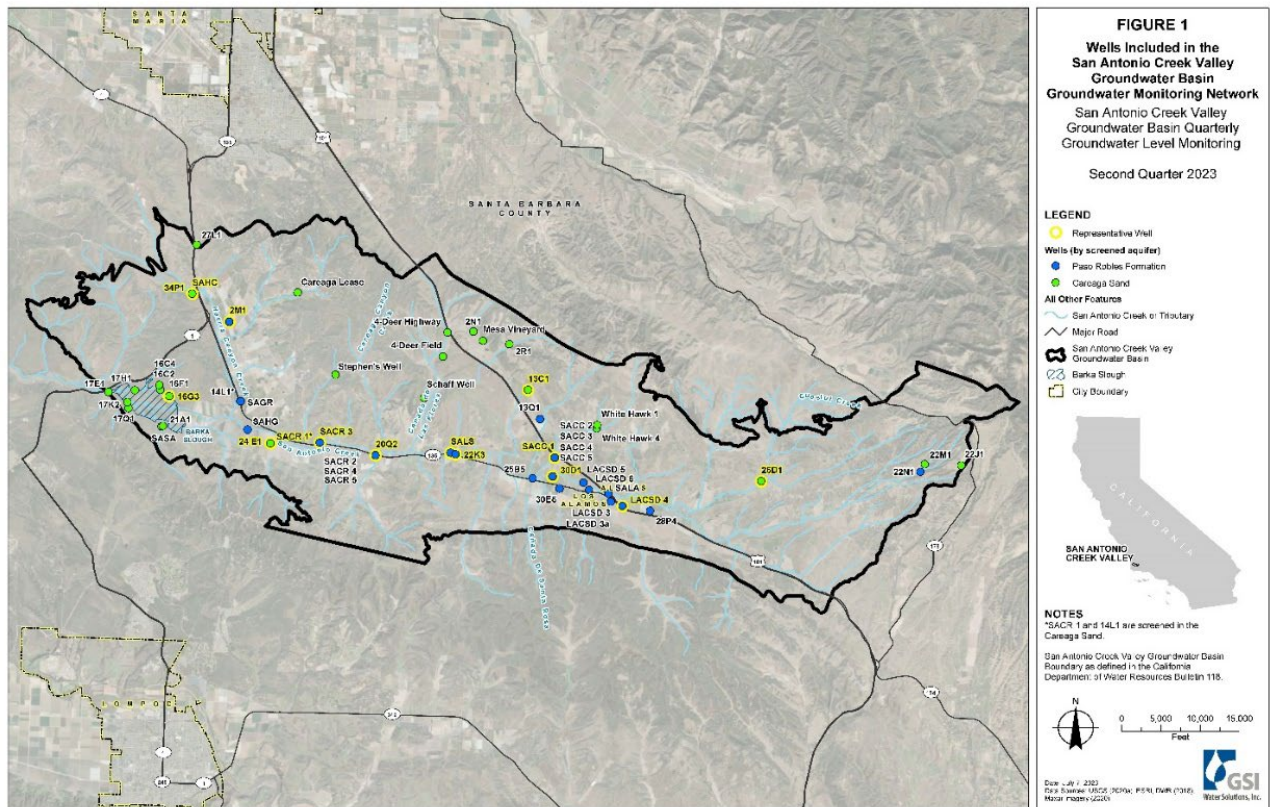
The report should summarize groundwater level monitoring data and results from the previous four quarters, surface water monitoring, field observations, recommendations for future monitoring events, supporting figures and hydrographs necessary to meet the requirements set forth under SGMA. The scope of services for the Consultant for Task 3 shall include the upload of Basin's Annual Groundwater

Elevation Monitoring Report to the DWR SGMA Portal.

Task 4 – House and Maintain SABGSA Data Management System

In conjunction with the field measurements and reporting, 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 Tasks 2 and 3.

FIGURE 1 – Map of Wells Included in the Groundwater Monitoring Network



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 Quarterly GWL Monitoring & Reporting.”

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 Quarterly Groundwater Level Monitoring & Reporting RFP and the GSP Annual Report for WY 2023 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.