REQUEST FOR QUALIFICATIONS (RFQ)

GROUNDWATER SUSTAINABILITY PLAN

TECHNICAL REVIEW GROUP SERVICES FOR:

UPPER VENTURA RIVER GROUNDWATER AGENCY

VENTURA COUNTY, CALIFORNIA

Requested By:

Upper Ventura River Groundwater Agency

P.O. Box 1779, Ojai, CA 93024

RFQ Issued: January 25, 2019

RFQ Submission Deadline: February 25, 2019

1 OVERVIEW

This request for qualifications (RFQ) is issued by Upper Ventura River Groundwater Agency (UVRGA), which serves as the Groundwater Sustainability Agency (GSA) for the Upper Ventura River Subbasin (DWR Basin No. 4-003.01). UVRGA must prepare and approve a Groundwater Sustainability Plan (GSP) by January 31, 2022. UVRGA received a Prop 1 grant funding to complete the GSP.

The purpose of the RFQ is to identify and select a qualified individual to serve on the Agency's Technical Review Group (TRG).

2 BACKGROUND

2.1 Upper Ventura River Groundwater Agency (http://www.uvrgroundwater.org/)

The Upper Ventura River Groundwater Sub-Basin of the Ventura River Valley Basin (UVRB) (DWR Sub-Basin No. 4-003.01) is a medium-priority basin located in the Ventura River watershed in Ventura County. UVRGA officially became a GSA on July 20, 2017. UVRGA's governing body is comprised of one representative from each of the following five local public agencies: Casitas Municipal Water District, City of San Buenaventura, County of Ventura, Meiners Oaks Water District, and Ventura River Water District. Additionally, two Board seats are held by non-agency representatives, one representing agricultural stakeholders and another representing environmental interests.

Unlike most areas of southern California, water users in the Ventura River watershed rely solely on local sources of water, with groundwater making up roughly half of those supplies. Three public agencies pump groundwater from the basin and there dozens of private wells that supply water for domestic and agricultural uses. Lake Casitas is the back-up supply for groundwater users, but the current drought has reduced its capacity to less than 40%, with uncertainty as to future volumes. Thus, sustainable groundwater management is critical for ensuring reliability of local supplies for agriculture, domestic, public, and environmental users in the basin.

The unconfined basin is a relatively shallow alluvial basin that underlies the Ventura River. The section of the river located downstream of the Robles Diversion to just upstream of the San Antonio Creek confluence is characterized as a "dry reach" where surface water disappears underground, except after storms, in most years. A "wet reach" occurs over the basin's lower portion, generally downstream of the San Antonio Creek confluence. The wet reach is habitat for anadromous fish. Understanding the surface water and groundwater

interrelationship, and the effects of pumping on surface water flows and groundwater levels, will be an important part of addressing sustainability for the basin's various beneficial uses. In fact, the Ventura River is one of five stream systems called out in the 2014 California Water Action Plan to enhance streamflow for anadromous fish. The State Water Resources Control Board (SWRCB), with assistance from the California Department of Fish and Wildlife, is now studying the river system, including development of a surface water-groundwater model, for which calibration with adequate data will be a crucial aspect. Results are expected in 2021. This state-level effort and development of the basin's GSP can be mutually supportive, but the model will not likely be available for UVRGA use in time to complete the GSP. Thus, the Agency will need to develop analytical tool(s) to evaluate depletion of interconnected surface water in order to comply with the GSP Emergency Regulations.

To manage the basin sustainably, the UVRGA must balance significant demands from multiple beneficial users on limited local supplies. To be successful, this endeavor must be approached with as much hydrogeological data as possible. Therefore, the Prop 1 grant includes a number of tasks that are underway to fill key gaps in data and analysis, such as measuring groundwater levels, groundwater inflows, surface flows, and the surface water-groundwater interface; and estimating extractions from private wells and the water demands of natural habitat. More info details can be obtained from the UVRGA grant application available on DWR's SGMA website.

Bondy Groundwater Consulting, Inc. (BGC) and Kear Groundwater (KG) are currently working for UVRGA. BGC serves as the GSP Project Manager (GSP PM) and KG is executing the data gap tasks. Additionally, a separate RFQ was issued for GSP Support Services on January 25, 2019.

The UVRGA Board recently voted to create a TRG to review the data gap tasks and data interpretation and analysis methods for the GSP. The TRG will consist of four members, including KG and BGC. It is anticipated that the successful GSP Support Services consultant will serve as the third member. This RFQ is being issued to recruit a fourth TRG member.

The successful RFQ respondent will be expected to review draft work products prepared by KG, the GSP PM, and the GSP support service consultant and work them to achieve consensus on technical issues relevant to the GSP.

3 QUALIFICATIONS

The consultant shall possess the following minimum qualifications:

A. Degree from a state-accredited college or university with educational background in groundwater hydrology, applicable to the Upper Ventura River Basin.

B. State of California professional licensure, as required by the California Business and Professions Code, as follows:

   a. Professional Geologist and Certified Hydrogeologist

      or

   b. Professional Engineer [Civil] with demonstrated hydrogeology experience.

C. Minimum of 10 years of professional experience with a focus on basin-scale hydrogeology projects, planning, or studies.

4 ANTICIPATED SCOPE OF SERVICES

The consultant will expected to work with the other TRG members to:

A. Review and comment on scopes of work for data gap tasks;

B. Review and comment on draft reports for data gap tasks;

C. Provide input on data interpretation and analysis methods;

D. Review data interpretations and data analysis results proposed for inclusion in the GSP; and

E. Perform other duties as may be assigned by the Board of Directors from time to time.

While the GSP is being developed, the TRG will meet in-person a minimum of four times per year to accomplish the above-listed assignments. Following GSP adoption, the TRG will meet once per Agency fiscal year to review the Agency Annual report and as requested by the Board of Directors.

The consultant will be expected to provide accurate invoices on a timely basis to facilitate grant management.

The Agency will not pay for any costs incurred in preparation and submission of the qualifications, or in anticipation of a contract.

5 QUALIFICATION SUBMITTAL REQUIREMENTS

Each submittal shall be limited to the maximum number of pages listed for each section. Qualifications shall be submitted as a PDF file. A minimum of 11 point font size shall be used.

All individuals or firms wishing to be considered for this work shall include the following information in their qualifications:

Cover Letter (Maximum: 1 page)

Describe your interest in participating in the TRG. Summarize your relevant educational and professional experience. Provide your business location.

Resume or CV (Maximum: 3 pages)

Provide your resume or CV. Include project descriptions for relevant projects.

References (Maximum: 1 page)

Provide contact names and phone numbers for three (3) references for similar projects that the Proposer has performed within the last five years.

Conflict of Interest (Maximum 1 page)

Provide a discussion of any potential conflicts of interest that you may have in performing this work for the GSA and any work currently being done or previously performed for any of the stakeholders, water rights holders, or land owners in the Basins.

Fee Schedule

Volunteers are permitted and encouraged. Otherwise, please include a fee schedule listing your billing rate. Rates should be organized in a single table with a column for each fiscal year of the project (July 1 through June 30) (e.g. Fiscal years 18/19, 19/20. 20/21 and 21/22). It is acceptable to specify rates fiscal year 18/19 and a multiplier for the remaining fiscal years. Please be advised that the fee schedule shall be included as an attachment to the contract that may result from this selection process.

All work associated with the TRG shall be performed on a time and materials basis. All work shall be completed to the satisfaction of the agency issuing the work order within the time periods allocated for each work order and within the budget assigned to each work order.

6 QUALIFICATIONS SUBMISSION DEADLINE

Submittals shall be delivered via email to bryan@bondygroundwater.com by 5pm on February 25, 2019.

Submittals shall be clearly marked as follows:

Qualifications for UVRGA Technical Review Group

Late submissions will not be accepted.

7 QUALIFICATION REVIEW AND SELECTION PROCESS

UVRGA will review the submittals for completeness and relevant experience. The UVRGA Board of Directors will select the successful individual or firm with input from the GSP PM.

In-person interviews may be held, at the discretion of UVRGA. If interviews are held, offerors will be notified with the details of the interview process.

The selected individual or firm should expect that the contract will include terms and conditions necessary to protect the interests of the agencies, its members, and beneficial users of groundwater.

8 SCHEDULE

Fully-executed agreements with the selected individual or firm are anticipated by May.

9 CONTACT INFORMATION

All questions regarding this RFQ shall be made in writing via email to bryan@bondygroundwater.com.

The deadline for submitting questions is 5pm on February 13.