

## San Simeon Community Services District



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### **REQUEST FOR PROPOSAL PREPARATION OF AN INSTREAM FLOW MANAGEMENT PLAN AS PART OF THE ADDENDUM TO THE DISTRICT MASTER PLAN**

The San Simeon Community Service District (the “District”) is making a Request for Proposal (RFPs) from qualified engineering consulting firms to prepare an Instream Flow Management Plan as part of the District’s existing efforts to prepare an Addendum to the existing District Master Plan, based on the requirements of Urban Water Management Plans.

The following subjects are discussed in this Request for Proposal to assist statement preparation.

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#### **I. Background:**

The San Simeon Community Services District is a disadvantaged community providing several municipal services to the community. The District water service is considered a small community water system and does not meet the status of an Urban Water Supplier pursuant to Water Code

Section 10617. As a result, the District is not required to prepare an Urban Water Management Plan and is exempt from various requirements mandated on Urban Water Suppliers. The District is currently working on the preparation of an update to the District's Master Plan (2018) based on certain requirements for Urban Water Management Plans (UWMP Standards) for the purpose of obtaining a determination of water that is available for new development. This RFP includes a request for proposals to prepare an Instream Flow Management Plan for inclusion in the District's Addendum to their 2018 Master Plan.

The District, formed in 1961, covers approximately 100 acres located on the North Coast of San Luis Obispo County, approximately 35 miles north of the City of San Luis Obispo. The District owns the community water system that serves approximately 199 residential and 10 non-residential customers. The current average annual water production is approximately 80-acre feet per year ("AFY"). Of that amount, residential water customers utilize approximately 16 AFY (20 %) and non-residential customers utilize approximately 64 AFY (80 %). The District has a water rights license issued by the State Water Board to extract 140 AFY from Pico Creek wells subject to conditions identified in the license.

## **II. Introduction and Objectives:**

As a Small Water System, and not an Urban Water Supplier, the District is not mandated to prepare an Urban Water Management Plan because it does not have 3,000 customers nor does it deliver more than 3,000 AFY of water to customers. As a result, the District's current Master Plan (2018) focuses primarily on technical details needed for the sizing and design of District infrastructure. Information in the Master Plan includes existing demands, projected growth, projected demands, fire flow requirements, the existing system, hydraulic modelling, and proposed improvements.

The District's Master Plan does not include information required in Urban Water Management Plans identified in the Urban Water Management Plan Guidebook 2020 prepared by the California Department of Water Resources (DWR) on water supply reliability, drought risk assessment, water shortage contingency plans, and demand management measures. Instead, the District has adopted a water conservation ordinance that includes water shortage levels and demand management measures. In addition to the Master Plan and water conservation ordinance, a 2014 study on the Pico Creek groundwater basin provides information on the District's source of supply and changes in water availability and water quality based on differing conditions including droughts, tides and other influences on Pico creek and its small coastal basin.

In 1986, the District adopted an ordinance prohibiting the issuance of new water will-serve letters (moratorium).

Since the District established the water moratorium, the nature and extent of water conservation, water use efficiencies, implementation of water quality facilities, and an updated water license issued by the State Water Resources Control Board provide significant and substantial evidence indicating that repealing, or more likely, modifying the moratorium should be considered because objective evidence compels a conclusion that water is now available for new development.

Water production in 1986 and 1987 were 149.5 acre feet and 148.8 acre feet, respectively, exceeding the District's water rights permit. Subsequent District and community efforts led to successful conservation and water use efficiencies that have reduced annual production to approximately 80 AFY. The District is seeking an update to its Master Plan, utilizing standards established pursuant to the California Water

Code for Urban Water Management Plans, to determine the amount of water that is now available for new development.

#### Primary Objective: Instream Flow Management Study

The SSCSD is requesting that the preparation of the Addendum to the District Master Plan include an Instream Flow Management Study and execute the study within Pico Creek. The main goal of this study shall be to provide a collaborative work plan to guide the collection and analysis of high-quality science that is robust, credible, transparent, and relevant. In addition, the SSCSD intends the study to satisfy the recommendations stated within the North Coast Area Plan as provided in the County of San Luis Obispo General Plan.

This task includes development of an Instream Flow Management Study for Pico Creek that meets the standards of the California Department of Fish and Wildlife (“CDFW”) to identify instream flow criteria. This includes preparation of a technical report summarizing the results of the Instream Flow Management Study that will include a monitoring plan for long-term sustainable environmental stewardship. The study shall be developed in full compliance with the CDFW Instream Flow Program and consistent with the Instream Flow Incremental Methodology. In preparing the study, the Consultant shall review and consider historical documents and data, including but not limited to, previous special species and habitat studies for the study area and other documents and data relevant to the project.

### **III. Existing Information**

The following is a list of the District’s existing information, which can be located at [www.sansimeoncsd.org](http://www.sansimeoncsd.org):

- San Simeon CSD Master Plan (2018)
- Pico Creek Groundwater Availability Study (2014)
- SSCSD Water Conservation Plan (2016)
- Water Usage Calculations (2014)
- Water Wait List Reconciliation (2020)
- Water License issued by the State Water Board (2012)
- Water Treatment Capabilities
- North Coast Area Plan (Revised October 5, 2018)

#### San Simeon CSD Master Plan (2018)

The District’s Master Plan was most recently updated in 2018 by Phoenix Engineering, Inc. (Santa Paula, Ca). The plan was prepared with “the intent of recommending improvements to SSCSD’s potable water system” and other District infrastructure. It utilized water meter data from 2012-2017.

#### Pico Creek Groundwater Availability Study (2014)

The “Groundwater Availability Study, Pico Creek Valley Groundwater Basin, 2014 Update” dated September 2014, was prepared by Cleath-Harris Geologists, Inc. (San Luis Obispo, Ca). Consultants can anticipate that Cleath-Harris will be available to confer on the groundwater availability study.

## SSCSD Water Conservation Plan

On December 14, 2016, the District adopted Ordinance No. 117, which includes three (3) stages of water shortages.

### Water Usage Calculations

Water usage calculations were prepared by Phoenix Engineering, Inc. The consultant should become familiar with the existing water usage calculations and provide explanations of differences that may exist between those calculations and similar calculations developed by the consultant and used in the determination of water availability (i.e. – differences in data periods and in methodologies, if any).

### Water Wait List Reconciliation

The reconciliation is dated September 28, 2020 and illustrates the existing wait list for water will-serve letters. It includes some preliminary estimates on whether sufficient water is available for properties on the wait list. The consultant should consider it informational only as it is provided as examples of expected increases in demand based on existing land use designations.

### Water License (State Water Board)

The water license issued to the District provides annual limits of 140-acre feet per year and a maximum diversion rate of 0.27 cubic feet per second with other provisions allowing diversion of greater quantities over shorter periods of time while adhering to seven (7) day limitations.

### Water Treatment Capabilities

The District installed a reverse-osmosis system in 2016 with approximately 300 gallon per minute flow capacity rate. As described in the Pico Groundwater Basin Availability Study, the water quality of the District's source of supply becomes subject to tidal influences with corresponding increases in salinity.

### North Coast Area Plan

The North Coast Area Plan is part of the County of San Luis Obispo Local Coastal Plan. The North Coast Planning Area extends from the Monterey/San Luis Obispo County Line on the north, to Point Estero on the south, and inland generally to the main ridge of the Santa Lucia range. The planning area includes the communities of Cambria and San Simeon Acres. This report describes county land use policies for the North Coast Planning Area, including regulations which are also adopted as part of the Land Use Ordinances and Local Coastal Program.

This Area Plan allocates land use throughout the planning area by land use categories. The land use categories determine the varieties of land use that may be established on a parcel of land, as well as defining their allowable density and intensity.

## **IV. Timing**

Time is of the essence with respect to this contract. The consultant is expected to propose a milestone (the “Preliminary Review Milestone”) to update the Board of Directors on overall work progress, to be coordinated with the District’s efforts on the preparation of the Addendum to the Master Plan.

## V. Scope of Work:

### Qualifications

A statement of the consultant’s qualifications, as described below, are to be submitted with the Consultant’s name, address, telephone number, and email address. The statement of qualifications (SOQ) shall be concise, well-organized and demonstrate the Consultant’s qualifications and experience relating to the proposed project. SOQs shall be submitted in hard copy and in .pdf format. At minimum, SOQs shall include the following information:

- Cover Letter: The Consultant’s legal name, address, telephone number, email address, and designated contact person for the remainder of the selection process.

Statements identifying the overall qualifications of the members of the consultant’s team, including relevant experience and other evidence of the Consultant’s ability to meet the requirements of Instream Flow Management Plans.

- Statement of Qualifications: Brief description of the consultant’s firm, the type of organization (partnership, corporation, etc.) and a listing of the proposed project personnel, including personnel experience and resumes for prime consultants and sub-consultants, if any. Emphasis should be given to highlighting work completed for relatively small public agencies.

Description of consultant and sub-consultant experience with preparation of an Instream Flow Management Plan. Please include names, current telephone numbers, and email addresses of references for existing and past public agency clients.

- Project Communications: Description of how consultant will approach coordination with District staff and preparation of materials for public review and community presentations.

Proposed staffing plan/organizational chart illustrating who will serve in the roles of Contract Manager, Project Manager, and Subject Matter Experts. The Contract Manager is responsible for direct communications with the GES General Manager on periodic progress and any questions or issues that arise, if needed. The Project Manager is responsible for day-to-day communications and overall management of the scope, schedule, and budget. The Project Manager is responsible for maintaining consistent communication with the District’s project manager.

Other information that will assist District in understanding the consultant’s approach to communications and public outreach.

### Proposals

Proposals, as described below, are to be submitted in sealed envelopes clearly marked with the consultant’s name, address, telephone number, and email address. The envelope shall be clearly

identified as the “INSTREAM FLOW MANAGEMENT PLAN.” Proposals shall be submitted in hard copy and in .pdf format. At minimum, proposals shall include the following information:

Project Understanding and Approach: This section should demonstrate the consultant’s understanding of the project, how the work will be organized, and anticipated key issues to be addressed. This section should include:

- Description of consultant’s overall approach to the project, such as an outline work plan that describes how the consultant will organize the project.
- Description of those areas which are most likely to include challenges, and discuss how consultant’s approach will help resolve those conflicts or prevent them in advance.
- Other information that will assist District in selecting the most qualified consultant.

Fee Estimates and Rates: The project proposal should include hourly rates, estimated hours by work task, and estimated cost by each phase of work, as defined by the consultant.

## **VI. Submittal Procedures and Deadline:**

Statements of Qualifications and Proposals are to be submitted to the District on or before **2:00 p.m.** on **October 14, 2021**, with the fee estimate and rates in a separate envelope. Responses to this RFP received after the stated deadline will not be accepted. The time of delivery shall be definitively determined by the time-stamping clock located in the San Simeon Community Services District Office at 111 Pico Avenue, San Simeon, CA 93452. It is the proposer’s sole responsibility to see that its SOQ and Proposal are received in proper time, and proposers assume all risks arising out of the means of delivery. Any submittal received after the deadline will be returned to the proposer unopened. Submittals are to be addressed to:

District Office  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

All responses must be completed as required, signed by an officer of the firm who is authorized to enter into a binding agreement with the District on behalf of the company, and must be received at the place and time designated above.

### Inquiries and Addenda

For inquiries regarding this SOQ/RFP, please contact the, Charles Grace, via electronic mail at [cgrace@graceenviro.com](mailto:cgrace@graceenviro.com), no later than **4:00 PM** on **September 9, 2021**. Inquiries received after that date will be disregarded. Please include the following in the subject line of the email: “Inquiry Re: Instream Flow Management Plan Proposal.” Telephonic inquiries will not be taken.

The District reserves the right to issue revisions to the RFP and the deadline for submittal. The District reserves the right to reject all proposals.

## Anticipated SOQ/RFP Schedule

<b>Milestone (Estimates)</b>	<b>Date</b>
RFP Issued	8/11/2021
Deadline for Clarifications/Inquiries	9/9/2021
Deadline to Submit Statements of Qualifications & Proposals	10/14/2021
Interviews (if Desired by District)	11/10/2021
District Selection of Consultant	11/10/2021
Certificate of Insurance & Contract Execution	12/1/2021
Notice to Proceed	12/1/2021

## **VII. Evaluation Criteria**

Evaluation of each SOQ and Proposal will be performed by a committee of individuals to be selected by the District. The submissions will be scored and ranked based on the selection committee's evaluation of content and completeness. In the event of close scoring, a shortlist interview may be performed. All selected firms will be contacted with specific information as to location and time of the interviews. Evaluation and review will focus on the following criteria:

Organization. Does the firm offer the breadth and quality of services required by the Scope of Services? Does the firm's organizational structure show sufficient depth/capacity for its present and additional workload? Do the consultant's qualifications illustrate the ability to promote efficient communications and public outreach?

Project Understanding/Project Approach. Does the firm's proposal adequately demonstrate understanding and experience in completing the Scope of Services? Does the consultant have experience in conducting the data analysis and calculations required for Instream Flow Management Plans? This understanding can be demonstrated in various manners, including, but not limited to, the firm's successful completion of similar plans for other agencies.

Experience. Does the SOQ demonstrate expertise and professional qualifications with similar work? What are the qualifications of the firm and the individuals assigned to perform the work?

Project Schedule. Is the project schedule thorough and realistic? The District will review and rank consultants based on the submitted documents and will subsequently review fee estimates and rates. Final consultant selection will be at the District's discretion and may include revisions to the Proposed Scope of Services.

## **VIII. Consultant Services Agreement**

The District will identify the firm that best meets the needs of the District and enter contract negotiations with that highest ranked firm. Contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. Should the District fail to reach agreement with the top ranked firm, the District may enter negotiations with the next highest rated firm and so on. District Staff will make a recommendation to the District's Board of Directors for the award of the Consultant Services Agreement to the firm that best furthers the District's objectives.

#### **IX. Required Insurance:**

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the District prior to cancellation.

In addition, the District, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the District.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

#### **X. Acceptance or Rejection of Proposal**

The District reserves the right to accept or reject any and all SOQs and Proposals. The District also reserves the right to waive any informality or irregularity in any proposal or as deemed to be in its best interest. Additionally, the District may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The District shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The District reserves the right to negotiate project deliverables and associated costs.

## **XI. Equal Opportunity Clause**

Consultants shall ensure against discrimination in employment practices based on State and Federal laws and regulations. The District hereby ensures that minority business enterprises will be afforded full opportunity to submit SOQs in response to this notice and will not be discriminated against based on requirements of State and Federal laws and regulations.

## **XII. Equal Opportunity Employment Compliance**

Consultant shall certify that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder.

Furthermore, consultant shall certify that all steps will be taken to meet all equal employment opportunity requirements of the contract documents. Consultant shall certify that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

## **XIII. Legal Responsibilities**

All SOQs must be submitted, filed, made, and executed in accordance with State and Federal laws relating to SOQs for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all terms, conditions, provision, and requirements set forth, contemplated, and referred to in the RFP, and other contract documents, and to full compliance therewith.

## **XIV. Discrepancies and Misunderstandings**

Consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed. No consultant will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the District will be clarified by the District in writing to all Proposers prior to the submission of SOQs.

## **XV. Proposer Licensing Requirements**

Any consultant or sub-consultant who is not licensed in accordance with the provisions of the State Business and Professional Code or who fails to maintain a required license will be considered to have created a material breach of contract.

## **XVI. Non-Collusion Affidavit**

Proposer shall declare that the only persons or parties interested in its proposal as principals are those named therein; that no officer, agent, or employee of the District is personally interested, directly or indirectly, in its proposal; and that its proposal is in all respects fair and without collusion or fraud.

**XVII. Exhibits**

- A. Sample District Contract