

# **REQUEST FOR PROPOSALS FOR Program Management Services**

RFP Issued: March 22, 2022

RFP Submission Deadline: **April 25, 2022**

**Issued by:**

**Colusa Groundwater Authority**

1213 Market Street

Colusa, CA 95932

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## **SECTION 1 - INTRODUCTION**

The Colusa Groundwater Authority (CGA) invites interested firms and individuals with experience in project management, stakeholder engagement and Public Agency administrative requirements to submit a Proposal for Project Management of the Colusa Groundwater Authority. A firm/individual selected as Project Manager will serve at the pleasure of the Board of Directors of the CGA.

## **SECTION 2 - BACKGROUND INFORMATION**

On September 14, 2014, the Governor of California signed into law three bills collectively referred to as the Sustainable Groundwater Management Act (SGMA). In accordance with SGMA, the Colusa Groundwater Authority, a Joint Powers Authority, was formed to act as the Groundwater Sustainability Agency (GSA) for the Colusa County portions of the subbasins subject to SGMA, and to sustainably manage groundwater resources in coordination with other local GSAs in the most efficient manner possible.

The CGA is a Joint Powers Authority comprised of the following Members: County of Colusa, City of Colusa, City of Williams, Glenn Colusa Irrigation District, Colusa County Water District, Princeton-Codora-Glenn Irrigation District, Provident Irrigation District, Maxwell Irrigation District, Westside Water District, Reclamation District 108, Reclamation District 479, and Colusa Drain Mutual Water Company. The JPA Board also consists of two private pumper representatives from the Colusa County Groundwater Commission appointed by the Colusa County Board of Supervisors, and serving as Directors on the Board of the Authority.

## **SECTION 3 - MINIMUM QUALIFICATIONS**

1. The firm/individual with primary responsibility for the services provided to the CGA must have at least 4 years' experience providing Project Manager duties for joint powers authorities, special districts (includes irrigation districts, water districts, reclamation districts, county water districts), municipalities or other local public agencies. While direct water and natural resources related experiences are desired, the most important factors are the capacity to learn, a positive can-do attitude, and professional integrity.

## **SECTION 4 - PROPOSAL REQUIREMENTS**

Please see attached Exhibit “A” Scope of Requested Services for listing of many activities Program Management will be expected to perform.

All Proposals must include and will be evaluated based on the following criteria:

1. A detailed scope of services that reflects the firm’s understanding of the CGA’s requirements. Your proposal may also include other recommended services and, if so, should include an explanation of how these services would benefit the CGA.
2. Personnel Qualifications: The Proposal shall identify the Program Manager who will be primarily responsible for providing Management to the CGA, and any other staff to be assigned to CGA. Please include the qualifications for Program Manager and other staff who will perform the services outlined herein.
3. List of Clients: A list of major public agency clients represented by the firm during the last four (4) years, with contact information (i.e., name of the clients, addresses, phone numbers, and contact person). The CGA reserves the right to contact any of the references.
4. Questions: Please respond in the Proposal to the following questions:
  - a) If the firm or you were selected to represent the CGA, do you anticipate that it would have to obtain conflict waivers from any current existing client or employer?
  - b) Are you aware of any other ethical conflicts or other related issues which would preclude the firm or you from providing services to the CGA?
  - c) How does the firm or you propose to staff the Program Manager duties?
  - d) Where will the majority of the firms or your work be conducted?
  - e) Will the firm and/or staff be available for in person meetings as requested by the CGA?

Fee Schedule: Please answer the following:

- a) Please state the hourly rate(s), together with costs reimbursement(s), you propose for rendering program management services to the CGA, including rates for Program Manager, and all other staff firm plans to utilize, and travel time to CGA meetings in Colusa County. Also provide an estimate of total annual cost to CGA.

## **SECTION 5 - TERMS AND CONDITIONS**

### **1. Acknowledgement of CGA Contract Provisions.**

Interested firms should review and acknowledge in the Proposal that the following provisions will be included in the proposed contract:

The firm/individual shall procure and maintain the insurance required, for the duration of the contract, to insure against claims for injuries to persons or damages to property arising from or in connection with the performance of program management services performed.

### **2. Insurance Requirements:**

a. **Commercial General Liability:** Coverage should include \$1,000,000 per occurrence, \$2,000,000 aggregate, as applicable. Prior to the start of work, the selected firm shall provide to the CGA evidence of insurance from an insurer(s) certifying the coverage. The CGA and its Directors, officers, employees, agents and volunteers are added as insureds. Additional insured endorsements shall be provided on Commercial General Liability form ISO 20 10 11 85 (or form ISO 20 10 10 01 accompanied by form ISO 20 3710 01).

b. **Business Automobile Liability:** Business Automobile Liability insurance insuring all owned, non-owned and hired automobiles - coverage code 1 "any auto" (Insurance Service Office policy form CA 0001 or insurer's equivalent) in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

c. **Workers' Compensation and Employer's Liability Insurance:** Shall be furnished in accordance with statutory requirements of the State of California and shall include Employer's Liability coverage of \$1,000,000 per accident for bodily injury or disease.

d. **Professional Liability Insurance:** For the full term of the contract, the firm shall procure and maintain errors and omissions liability insurance appropriate to the legal profession. Such coverage shall have minimum limits of no less than one million dollars (\$1,000,000.00) per claim.

e. Commercial General Liability and Workers' Compensation and Employer's Liability Insurance: Policies shall contain a waiver of transfer of rights of recovery ("waiver of subrogation") against the CGA, its Directors, officers, employees, agents and volunteers for any claims arising out of the work of the firm.

f. Additional Insured Requirements: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CGA, its Directors, officers, employees, agents and volunteers as additional insureds.

### **SECTION 6 - REQUESTS FOR CLARIFICATION**

A firm/individual requesting clarification pertaining to this RFP shall submit all requests through written correspondence via email or U.S. Postal Service **by 5:00 p.m. on April 6, 2022 to:**

**Colusa Groundwater Authority**

Attention: Denise Carter

CGA Chair

1213 Market Street, Colusa, CA 95932

Email: [waterresources@countyofcolusa.com](mailto:waterresources@countyofcolusa.com)

[\(530\) 458-0480](tel:(530)458-0480)

All questions and responses related to the RFP will be distributed via email to all firms that have requested a copy of the RFP.

Proposers are advised that they are limited to communicating with Ms. Carter exclusively during the conduct of this RFP process, and are prohibited from communicating with any representatives of the CGA member agencies regarding the RFP. This communication restriction applies from the time the Public Notice is published for this RFP until the CGA Board of Directors approves the final agreement for services with the firm, decides to reject all proposals, or cancels this RFP process.

Violation of this provision by any Proposer and/or their agent may lead to disqualification of the Proposer's Proposal from consideration.

### **SECTION 7 – SUBMISSION OF PROPOSALS**

To be considered, an original of the Proposal must be received by the CGA, no later than **5:00 p.m. on April 25, 2022**. Email submissions will be accepted.

The following information shall be included within the Proposal:

- 1) Title Page and Table of Contents.
- 2) Detailed Proposal.
- 3) Signed Acknowledgement Form - refer to Exhibit "B" attached hereto.
- 4) Signed Conflict of Interest Form - refer to Exhibit "C" attached hereto.

**Please submit your Proposal to:**

**Colusa Groundwater Authority**

Attention: Denise Carter

CGA Chair

Email: [waterresources@countyofcolusa.com](mailto:waterresources@countyofcolusa.com)

[\(530\) 458-0480](tel:(530)458-0480)

1213 Market Street, Colusa, CA 95932

Email submissions will be accepted. Once your submittal is received you will receive an email confirmation within forty-eight (48) hours of the submittal. Should you not receive a submission confirmation or wish to confirm receipt, it is your responsibility to follow-up on the status of your submission by calling the County's Community Development Department at (530) 458-0480.

No late proposals will be accepted for any reason. No exceptions will be allowed.

### **SECTION 8 – SELECTION PROCESS AND EVALUATION CRITERIA**

Proposals will be examined for compliance with all of the requirements in this RFP. The CGA, in its discretion, may waive any omission which it deems to be non-essential or inconsequential.

CGA Directors and staff will evaluate each proposal submitted for completeness, including all of the information requested in this RFP. Proposing firms should note that its fee proposal and pricing, while important, will not be the only deciding factor in final selection, but rather the ability of the firm to provide and perform the required duties on behalf of the CGA as outlined herein.

Oral presentations and written questions for further clarifications may be required of some or all firms. Final selection will be based on evaluation of the Proposal and interview. The Proposals will be initially screened by the CGA's Program Manager Ad Hoc Committee and an

invitation to interview with the Committee and/or the CGA Board will be extended to selected firm. The Program Manager Ad Hoc Committee will recommend one or more firm to the Board of Directors for possible further review and interview(s).

The CGA reserves the right to modify the process.

Firms/individuals shall bear the cost of any interviews or meetings with the Program Manager Ad Hoc Committee and Board of Directors.

It is anticipated that the CGA Board of Directors will select a qualified firm at its April or May, 2022 Board of Directors meeting.

### **SECTION 9 - PUBLIC RECORDS ACT**

All Proposals submitted in response to this RFP will become the property of the CGA upon submission and a matter of public record pursuant to applicable law. The CGA reserves the right to make copies of all Proposals available for inspection and copying by interested members of the public as records of the CGA and the CGA shall be under no obligation to the firm to withhold such records.

The CGA is subject to the Public Records Act under California Government Code section 6250 et. seq. As such, all required submitted information is subject to disclosure to the general public. Firms are further advised that all the terms and conditions, including fees and fee structures, forming part of any agreement entered into shall, upon such agreement being executed, become a public record of the CGA and subject to full disclosure, and each firm submitting a Proposal waives any right to object to any such disclosure.

### **SECTION 10 - PROPOSAL ACCURACY**

A Proposal which is incomplete, irregular, or conditional may be rejected. By submitting a Proposal, the submitting firm agrees that any significant inaccuracy in information given by the firm to the CGA will constitute good and sufficient cause for rejection of the Proposal.

### **SECTION 11 - DISCLAIMER**

The CGA reserves the right:

- 1) To enter into agreements for program manager services at any time with persons or firms who do not respond to this RFP;
- 2) To waive any irregularities, and to accept or reject any or all Proposals regardless of qualifications either in whole or part with or without cause;



- 3) To withdraw this solicitation at any time without prior notice;
- 4) To award its total requirements to one respondent or to apportion those requirements among two or more respondents as the CGA may deem to be in its best interests;
- 5) To negotiate a final contract with any respondents as necessary to serve the best interest of the CGA; and
- 6) To amend this RFP.

The CGA does not make any representations that any contract will be awarded to any firm responding to this RFP.

### **SECTION 12 - CONFLICTS OF INTEREST**

The CGA is subject to the Political Reform Act and to conflicts of interest provisions under California Government Code section 1090, et seq. To protect the CGA, all potential contracting parties with the CGA shall be required to complete a Conflict of Interest Questionnaire prior to the award, if any, of a contract. Refer to Exhibit "C" attached hereto.

### **SECTION 13 - DISCRIMINATION**

The firm and all subcontractors must not discriminate, nor permit discrimination, against any person on the grounds of race, national origin, sex, handicap, sexual orientation, veteran status, or any other protected class in their employment practices, in any of their contractual arrangements, in all services and accommodations they offer the public or in their business operations.

## **EXHIBIT “A” SCOPE OF PROGRAM MANAGEMENT DUTIES**

- Management:
  - Serve as Program Manager of the CGA, lead or support Board and committee meetings & public outreach. Work with stakeholders, Board members and consultants as required.
  - Develop Board/Technical Advisory/other committee meetings agendas, minutes, staff reports. Ensure proper noticing and documentation of board actions and minutes, in compliance with the Brown Act. It is anticipated that there will be approximately 20 meetings per year.
  - Ensure all CGA records are maintained and transmit all records monthly to Colusa County Community Development Department, Water Resources, as the Public agency designated to be the keeper of records. Respond to Public Records Act requests as needed.
  - Develop and coordinate implementation of the Groundwater Sustainability Plan in order to achieve the goals of SGMA.
  - Communicate with Legal Counsel as necessary
  
- Outreach/Inter-and Intra-Basin Coordination:
  - Serve as the principal spokesperson for the CGA at public and professional functions; oversee public information and coordinate media relations.
  - Represent CGA at various regional meetings as required. Examples: Glenn Groundwater Authority, Butte Basin Advisory and Managers Meetings, Colusa and Glenn Board of Supervisors DWR sponsored meetings. It is estimated to be 10 meetings per year.
  - Coordinate CGA activities with Glenn Groundwater Authority, our partner GSA that covers the Colusa Subbasin and shares one Groundwater Sustainability Plan. This coordination is ongoing. Develop outreach materials and execute presentations as required.
  - Coordinate CGA activities, outreach materials, and presentations with the GSAs in the Butte Subbasin. This coordination is ongoing.
  
- Fiscal Management:
  - Work with existing Bookkeeping firm to prepare financial reports
  - Develop, maintain and track annual budget
  - Develop RFP for annual audit, manage and assist as required
  
- Grant Administration:
  - Complete Grant applications, management and reporting administration.
  - Manage the acquisition and coordinate the activity of firms (including developing RFPs for technical firms, auditor, accounting services, etc.)
  
- Consultant Management:
  - Develop and review RFP/RFQs, screen applicants, and prepare and manage agreements
  - Oversee and/or coordinate with consultant firms
  - Track consultant progress

- Other Activities:
  - Maintain and update CGA Website and social media
  - Ensure all required reporting data is submitted in a timely manner
  - Ability to use ArcGIS, WordPress, Excel, Word, Virtual Meeting Platforms

Estimated time requirement is 25-30 hours per week on average at this time.

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**EXHIBIT "B" ACKNOWLEDGMENT FORM**

Request for Proposals for Program Manager Services  
For the Colusa Groundwater Authority

**PART A**

The proposing firm/individual warrants the following:

1. That it will not delegate or subcontract its responsibilities under contract without the express, prior written permission from the CGA Board of Directors.
2. That all information provided in connection with this Proposal is true and correct.
3. That it will acknowledge and agree with all terms and conditions stated in this Request for Proposal.

Firm Name (Respondent to RFP): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART B**

The above listed firm/individual is responding to a Request for Proposals for a qualified and experienced firm to provide program management services.

THIS COMPLETED FORM MUST BE INCLUDED WITHIN THE PROPOSAL SUBMITTED TO THE CGA BOARD OF DIRECTORS BY THE RESPONDING FIRM.

**SUBMIT PRIOR TO 5:00 P.M. April 25, 2022**

**Colusa Groundwater Authority**

Attention: Denise Carter

CGA Chair

Email: [waterresources@countyofcolusa.com](mailto:waterresources@countyofcolusa.com), (530) 458-0480

1213 Market Street, Colusa, CA 95932

**EXHIBIT “C” CONFLICT OF INTEREST FORM**

Request for Proposals for Program Management Services  
For the Colusa Groundwater Authority

The CGA and California state law prohibit its Directors and staff from making a decision in which they may have certain financial or personal relationships with a contracting party. The questions that follow are intended to alert CGA to potential code of conduct conflicts. If conflicts of only a remote interest exist, a contract may nonetheless be awarded as disclosure allows CGA to choose processes for negotiation, award, and administration of contracts to avoid such conflicts. However, CGA reserves the right to review and make a final determination regarding whether any actual or potential conflicts would violate CGA’ policies or California law and thus preclude a contracting party’s participation in this award. All contracting parties and proposed sub-firms must respond to each of the following questions. For responses answered “yes,” CGA may require additional information to evaluate potential conflicts prior to award. Failure to fully disclose conflicts will result in rejection of the proposal or immediate termination of any contract awarded therefrom.

1. To the best of your knowledge, do any current CGA Directors or employees have any of the following financial relationships with your Firm or with proposed sub-firms?

Owner [Yes] [No]

Member [Yes] [No]

Partner [Yes] [No]

Officer [Yes] [No]

Employee [Yes] [No]

Contractor; Firm [Yes] [No]

Broker [Yes] [No]

Major Stockholder [Yes] [No]

*(Major stockholder means ownership of 3% or more of firm stock.)*

If “Yes” to any of the above, did this Board member or employee participate in formulating your submittal?

[Yes] [No]

2. Are you or, to the best of your knowledge, are any officers or key employees of your firm or proposed sub-firms an immediate family member of any current CGA Director or employee?

[Yes] [No]

3. To the best of your knowledge, is a CGA Director or employee seeking or being considered for employment by your firm or by proposed sub-firms?

[Yes] [No]

4. To the best of your knowledge, have you or any officers or key employees of your firm or any proposed sub-firms provided contributions directly or indirectly to a CGA Director while this potential new contract is pending before CGA?

[Yes] [No]

5. To the best of your knowledge, have you or any officers or key employees of your firm or any proposed sub-firms ever served on CGA Board?

[Yes] [No]

6. Have any of your current employees been employed by CGA in the past five (5) years?

[Yes] [No]

7. On a separate sheet, identify and disclose any business relationship(s), direct or indirect, past, present, or pending, with any associated entity in the CGA' service area, or any such entity which has engaged in past or present litigation against CGA.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm Name

THIS COMPLETED FORM MUST INCLUDED WITHIN THE PROPOSAL SUBMITTED TO CGA BOARD OF DIRECTORS BY THE RESPONDING FIRM

**SUBMIT PRIOR TO 5:00 P.M. April 25, 2022:**

**Colusa Groundwater Authority**

Attention: Denise Carter  
CGA Chair

Email: [waterresources@countyofcolusa.com](mailto:waterresources@countyofcolusa.com)  
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