

Request for Proposals

Palouse Ground Water Basin Framework Project

Introduction

The Palouse Conservation District (PCD) is requesting proposals on behalf of the Palouse Watershed Planning Unit and the Palouse Basin Aquifer Committee for data compilation and synthesis, and development of recommendations for further characterization of the Palouse ground water basin (the Basin) water resources.

The purpose of the project is to compile, review, and evaluate the completeness of information on the ground water resources in the Basin in anticipation of conducting a future full-scale site characterization project.

The Basin underlies an approximately 500 square mile area of eastern Washington and north central Idaho. Significant studies have been conducted in the past, but there remain gaps in the knowledge of the hydrogeology of the Basin. This project will use existing studies and information to help focus on identifying key areas in which characterization work is needed and provide planning level estimates for potential follow-on studies.

Scope of Work

Project funding will be provided by the Washington Department of Ecology (WDOE) and the Palouse Basin Aquifer Committee (PBAC). PBAC will function as the lead organization for the project, PCD will act as contract administrator, and WDOE will provide technical and administrative oversight. The project is divided into distinct tasks and will be conducted on a work order basis. Funding for this project will be contingent upon sponsoring entity fiscal year (July-June) funding allocations, and project work orders will be phased over a two year period year period ending June 30, 2011. It is expected that 60-80% of the work orders will be completed by June 30, 2010.

A portion of work under selective tasks may be revised based on data collected in previous tasks and will be developed jointly between the selected party and PBAC. At the direction of PBAC, PCD will issue a notice to proceed or task order for each defined work task before work under each task is authorized to begin. PCD reserves the right to not proceed with any tasks under this Request for Proposals. PCD requires that the selected party identify a project manager for this work, who will reside locally or be available to travel to the Basin approximately once per quarter and present a progress report or oral presentation at a regular PBAC or Palouse Watershed Planning Unit meeting.

The project will be divided into the following five tasks.

Task 1 – Project Management

Project administration and management, including regular coordination with WA DOE, Palouse Watershed Planning Unit and PBAC on project updates, draft report review and comments, etc.

- Facilitation of project meetings and other activities.
- Quarterly progress reports to Ecology, PBAC and Palouse Watershed Planning Unit.

Deliverables: Regular communication and coordination with WA DOE, Palouse Watershed Planning Unit and PBAC.

Task 2 - Compilation

Compile, in electronic format, a detailed interpretive report of all known and available previous studies related to the hydrogeology of the Basin. Compile well logs, well locations, water use, water level, geochemistry, geophysical and other appropriate data into readily accessible spreadsheet or database formats. Also compile previous researchers' conclusions with respect to the physical characteristics of the ground water basin.

Deliverables: Forty (40) hard and twenty five (25) DVD (Adobe .pdf and native file formats accessible to standard Microsoft Office 2000 products) copies containing Draft and Final interpretive Reports and compiled data. The electronic compilation will include: a database containing metadata for all compiled studies and data, full text versions of all available previous studies, well logs, a (Shapefile formatted) well dataset including basic well attributes (including an attribute that enables linking spatial locations to pertinent logs/data), water use, water level, geochemistry, geophysical and other appropriate data. The Final Report will be accompanied by a technical memorandum summarizing compilation contents and include an evaluation of the completeness of the compiled materials. The Draft Report will be made available for review and comment and any comments received will be contained in and responded to in an appendix in the Final Report.

Task 3 – Synthesis

Produce an annotated bibliography of previous studies, structural cross sections, and contour and potentiometric maps of the Basin.

Deliverables: Forty (40) hard and twenty five (25) DVD (Adobe .pdf and ESRI-compatible dataset format) copies containing annotated bibliography, cross sections, contour and potentiometric maps. Three (3) large format hard copies of cross sections, contours and potentiometric maps. Draft versions will be made available for review and comment prior to final submission.

Task 4 – Data Gap Identification

Evaluate reliability and quality of existing information, and identify key areas in which data gaps exist.

Deliverables: Forty (40) hard and twenty five (25) DVD (.pdf and Office 2000 compatible) copies of Draft and Final Reports summarizing existing data, evaluating data quality and applicability to utilization in follow-on studies, identification of additional data required for complete Basin characterization, and an assessment of the potential for acquisition of proxy data or information from like study areas. Data quality information will be added to the metadata database delivered in Task 1, and an updated database will accompany the Report. Draft Reports will be made available for review and comment and any comments received will be contained in and responded to in the Final Report.

Task 5 – Conclusions and Recommendations

Develop conclusions and recommendations for necessary follow-on characterization studies, including planning level study scopes. Included will be a draft report presentation for PBAC/Watershed Planning Unit members prior to a 30 day review and comment period.

Deliverables: Forty (40) hard and twenty five (25) DVD (Adobe .pdf format) copies of Draft and Final Reports summarizing work completed in previous tasks and detailing overall conclusions and recommended planning level scope details (including degree of necessity and optimal staging strategy) for follow-on characterization studies necessary for full Basin characterization. Draft Reports will be made available for review and comment and any comments received will be contained in and responded to in the Final Report.

Proposal Requirements

Interested parties must submit eight (8) hard copies and three (3) electronic (Adobe .pdf format) copies of a proposal containing the following minimum information:

- A. A description of your firm, including work history on similar projects, and hydrogeologic experience in the Palouse Basin.
- B. A proposed approach to each task.
- C. An estimate of time required to complete each task and proposed overall project phasing.
- D. Estimated costs to complete each task.
- E. The names, qualifications (including professional geologist/hydrogeologist certification) and utilization of key personnel who will be assigned to this project.
- F. A description of project management procedures that will be used to assure adherence to the budget and delivery schedule.
- G. A description of the procedure for internal quality assurance/quality control.
- H. The name, title, address, and telephone number of individuals with authority to negotiate and execute contracts and who may be contacted during the evaluation process.

The proposal shall be limited to 15 pages, not including the cover letter, resumes of key individuals, or section dividers. To be considered for award of this work, sealed proposals must be received at the PCD offices no later than August 28, 2009. Late proposals will not be considered. Proposals should be mailed to:

Palouse Conservation District
Attn: Framework Project
1300 NE Henley Court #6
Pullman, WA
99163

A pre-proposal conference will be held Wednesday, August 12, 2009, beginning at 10:00 AM, at the PBAC main office (University of Idaho, Steele House, Room 110), at which time background information will be available for review and questions posed will be addressed. Individual requests for site visits/interviews outside the pre-proposal conference are discouraged during this phase of the selection process. Information requests received prior to the date of the conference will be addressed at the conference.

Special Conditions

A. **General Terms**

This request for proposals does not commit PCD to enter into an agreement, to pay any costs incurred in the preparation of the proposal or subsequent negotiations, or to contract for the project. All information furnished in this request for proposals was gathered from sources deemed to be reliable. No representation or warranty is intended as to the accuracy or completeness of the information contained herein and PCD reserves the right to alter or cancel this request for proposals.

B. **Reservation of Rights by the Committee**

The issuance of this request for proposals does not constitute an agreement by PCD that any services agreement will actually be entered into by PCD. PCD expressly reserves the right to:

- Waive any immaterial defect or informality in any proposal or procedure.
- Reject any or all proposals.
- Reissue the request for proposals
- Invite additional respondents to the request for proposals.
- Complete the services contemplated by this request for proposals by any other means.
- Request additional information and data from any or all respondents.
- Extend the date for submission of proposals.
- Supplement, amend, or otherwise modify the request for proposals and cancel this request with or without the substitution of another request for proposals.

C. **Negotiation Rights**

The acceptance of a proposal and invitation to negotiate an agreement does not commit PCD to accept any or all of the terms of the proposal. Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated for failure to reach mutually acceptable terms.

D. **Right to Disqualify**

PCD reserves the right to disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data. Further, PCD reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this request for proposals, the respondent agrees that any finding by PCD of any fact in dispute related to this request for proposals or the responses thereto shall be final and conclusive except as provided herein.

E. **Preparation Costs**

Each respondent will be responsible for all costs incurred in preparing a response to this request for proposals. All materials and documents submitted by the respondents in response to this request for proposals will become the property of PCD and will not be returned. As such, they constitute public records which may be delivered to a person making an appropriate request for public records. The selected respondent will be responsible for all costs incurred by it during negotiations.

F. **Affirmative Action Requirements**

Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor, or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, sensory or physical handicap, or otherwise commit an unfair employment practice and further agrees to comply with all Federal or State equal employment opportunity requirements.

Evaluation and Selection

Selection of the party shall be based on the following evaluation criteria:

1. Capability to perform the work including party's history, areas of expertise, address of office where work will be performed, and party's commitment to provide necessary resources to perform and complete the project within the expected project time frame (150 pts);
2. Relevant project experience including similar work performed by the party and clients for which similar work has been performed during the past five years (include name and phone number for appropriate contact persons) (200 pts);
3. Qualifications of project team including experience of key personnel to be assigned to the project and subcontractors, if any, team organization, roles of key personnel, and location of assigned personnel (150 pts);
4. Project approach including how the party proposes to execute each task required to complete the scope of the work, unique aspects of the proposed approach, and alternative approaches that PCD may want to consider (200 pts);
5. Estimated cost and project management including hourly rates for all personnel proposed, breakdown of hours for each person assigned to complete Tasks I, II, III, IV and V of the work, and an itemized estimate of other reimbursable costs and equipment costs, with a total cost for each task, and demonstrated ability to manage the financial and schedule aspects of the project (200 pts); and
6. Completeness of proposal (100 pts).

A pre-selected evaluation committee will review and evaluate each proposal based on consideration of those factors set forth above. The evaluation committee may request an interview with the top two finalists. An additional maximum of up to 300 pts will be awarded to each party interviewed, if interviews are conducted. Upon selection, a contract will be developed between PCD's administrative representative and the selected party.