

**Request for Qualifications
Calleguas Creek Watershed Total Maximum Daily Load
Monitoring Program Assistance**

Water, Sediment, and Tissue Analytical Services

Calleguas Municipal Water District acting as Fiscal Agent for the Responsible Parties implementing the Calleguas Creek Watershed Total Maximum Daily Load Monitoring Program (CCWTMP) is seeking a qualified analytical laboratory to conduct analysis of water, sediment, and tissue samples for the Calleguas Creek Watershed Monitoring and Reporting Program Plan for the Nitrogen, OC and PCBs, Toxicity, Salts, and Metals and Selenium Total Maximum Daily Loads (TMDLs). The analytical laboratory (Contractor) will provide services to the Fiscal Agent as a subconsultant to the Fiscal Agent's TMDL Implementation Coordinator (Larry Walker Associates). Based on material submitted in the May 30, 2008 Calleguas Creek Watershed Management Plan Quality Assurance Project Plan (QAPP), selected Contractors are now invited to provide a Statement of Qualifications (SOQ) and a cost estimate for costs.

INSTRUCTIONS TO BIDDERS

Please provide 5 printed copies and one electronic copy on compact disc of your submittal no later than **4:00 pm, September 30, 2010** to:

Henry Graumlich
Calleguas Municipal Water District
Fiscal Agent for TMDL MOA Parties
2100 Olsen Road
Thousand Oaks, CA 91360

Submissions via FAX or email will not be accepted. Those making deliveries in person may leave their submittal package with the Administrative Assistant in the foyer.

All bidders should inform Mr. Graumlich of their intention to respond by **4:00 pm, September 16, 2010** via email (HGraumlich@calleguas.com and kevinc@LWA.com), in order to be notified of any additional information regarding this solicitation. Questions regarding this SOQ are welcome and should also be directed to Mr. Graumlich via email using both e-mail addresses above; no phone calls please. Questions are due no later than **4:00 pm, September 16, 2010**. Responses to questions received will be sent to all bidders who have notified the Fiscal Agent of their intention to submit a proposal.

The Fiscal Agent on behalf of the Responsible Parties reserves the right to reject any and all bids, to waive any informality, and to make selections in the best interests of the Responsible Parties. The Fiscal Agent reserves the right to use any ideas and/or concepts

submitted in response to this RFQ. Each firm submitting a response waives the right to object to the use of any such information contained in said bid by the Fiscal Agent.

The selected Contractor must be prepared to begin work no later than **November 1, 2010**. The initial contract term will be for approximately one year and possibly renewable for additional years subject to satisfactory performance and available funding.

1 PROJECT BACKGROUND

Located in Ventura County California, the Calleguas Creek Watershed (CCW), though relatively small in area, suffers from more water quality impairments than most California watersheds, as defined by the USEPA's 303(d) list. Calleguas Creek drains an area of approximately 343 square miles from the Santa Susana Pass in the east to Mugu Lagoon in the southwest.

The Clean Water Act requires TMDLs be developed to restore 303(d) listed waterbodies, and the State of California Porter-Cologne Water Quality Act requires that an Implementation Plan be developed to achieve water quality objectives. States must develop water quality management plans to implement the TMDL (40 CFR 130.6). Four TMDLs addressing impairments within the CCW have been adopted. The corresponding Basin Plan Amendments (BPA) for the following TMDLs requires the development and implementation of monitoring programs:

- Nitrogen Compounds and Related Effects in Calleguas Creek (Nitrogen TMDL)
- Organochlorine (OC) Pesticides, Polychlorinated Biphenyls (PCBs) and Siltation in Calleguas Creek, its Tributaries, and Mugu Lagoon (OCs TMDL)
- Toxicity, Chlorpyrifos, and Diazinon in the Calleguas Creek, its Tributaries and Mugu Lagoon (Toxicity TMDL)
- Boron, Chloride, Sulfate, and TDS in Calleguas Creek (Salts TMDL)
- Metals and Selenium in Calleguas Creek, Its Tributaries, and Mugu Lagoon (Metals TMDL)

The CCWTMP outlined in the QAPP is a coordinated effort with the various stakeholders that are identified as responsible parties in the TMDLs. Responsible parties identified in the TMDL have developed a Memorandum of Agreement (MOA) that outlines an agreement to implement the QAPP. The QAPP (dated May 30th, 2008) and appendices (June 19th, 2007) are available at www.calleguascreek.org/ccwmp/index.asp.

The CCWTMP was developed to meet the monitoring requirements for the four aforementioned TMDLs. The goals of the CCWTMP include:

1. To determine compliance with numeric targets, waste load and load allocations.
2. To test for sediment toxicity at sediment monitoring stations.
3. To identify causes of unknown toxicity.
4. To generate additional land use runoff data to better understand pollutant sources and proportional contributions from various land use types.

5. To monitor the effect of implementation actions by urban, POTW, and agricultural dischargers on in-stream water, sediment, and fish tissue quality.
6. To implement the program consistent with other regulatory actions within the CCW.

The CCWTMP is intended to answer the following monitoring questions to meet the goals of the program:

1. Are numeric targets and allocations met at the locations indicated in the TMDLs?
2. Are conditions improving?
3. What is the contribution of constituents of concern from various land use types?

Water, sediment, and fish tissue samples collected throughout the watershed will be analyzed to determine whether targets and allocations are being met. Data collected through the CCWTMP will be used in conjunction with historical data to evaluate whether conditions are improving. Samples collected at land use sites will provide data to evaluate the contribution of constituents of concern from each type of land use to receiving waterbodies. Lastly, the data will be used to evaluate the CCWTMP's effectiveness at answering the monitoring questions and provide guidance for modifications.

2 SCOPE OF SERVICES

The Responsible Parties are seeking a qualified analytical laboratory (Contractor) to conduct analysis of water, sediment, and tissue samples for a variety of constituents. Laboratories qualified for only a portion of the analysis requested are encouraged to submit their information for the portion(s) for which they are qualified. However, if your team only covers a subset of analysis (water, sediment, or tissue) we encourage you to team with another laboratory. The scope of work is described below and based upon the QAPP. The selected Contractor will be responsible for coordinating with Larry Walker Associates (LWA), the monitoring subcontractor Kinnetic Laboratories, Inc. (KLI), analyzing samples, and providing data in electronic format.

The requested services in the RFQ are based on the QAPP dated May 30, 2008. Standard operating procedures (SOPs) for analyzing samples are provided in the Appendices associated with the QAPP. The winning Contractor will be expected to conduct analysis in a manner consistent with the SOPs. All bids will be assumed to meet the requirements of the SOPs. The contract amount will not be revised to address situations where the Contractor submitted a bid assuming samples would be analyzed in a manner not consistent with the SOPs. Briefly the scope of services includes:

- Review and understand the approved QAPP.
- Participate in a coordination call with LWA and their monitoring subcontractor.
- Coordinate with field staff to provide necessary containers.
- Submit required reports and compiled data sets to the monitoring subcontractor.

- Work with the monitoring subcontractor to resolve any conflicts, data errors, missing data, and other issues associated with obtaining a complete and correct data set.

The following describes the scope of water, sediment, and tissue analysis requested in more detail and represents a consolidated version of the overall requirements outlined in the QAPP.

2.1 Water, Sediment, and Tissue Analysis

Freshwater water quality sampling will occur on a quarterly schedule with the possibility of monthly Salts TMDL sampling to beginning during the contract term. All efforts will be made to include two wet weather water sampling events for compliance monitoring during targeted storm events between October and April. Freshwater sites include receiving water sites, urban land use sites, agricultural land use sites, and may include Publicly Owned Treatment Works (POTW) outfalls. Additionally, there may be overlap of sites with existing programs. The determination of the exact number of sites will be finalized after awarding the contract. Contract amounts will be revised if necessary to account for any changes in sites.

Freshwater sediment sampling will occur annually within the watershed. Sampling in Mugu Lagoon is discussed in a subsequent section. General Water Quality Constituents (GWQC) will be collected at all sampling sites. Detailed information about the constituents, sampling methods, etc. can be found in the QAPP and associated appendices.

Table 1 through Table 4 outlines the tentative monitoring schedule. The tables are organized by TMDL constituent group (Metals, Toxicity, Pest/PCBs, and Nutrients) and by three types of sampling sites:

- Receiving Water (RW)
- Land Use (LU) – which includes agricultural and urban sites
- Publicly Owned Treatment Works (POTW)

Table 1. Freshwater Water Sampling Schedule and Number of Sites per Month by Category of Sampling Site Type

Site Type	Sep	Oct	Nov	Dec	Jan	Feb	Mar WET ¹	Apr WET ¹	May	Jun	Jul	Aug
Receiving Water (RW)	6	6	13	6	6	13	13	13	13	0	0	13
Land Use (LU)	0	0	13	0	0	13	13	13	13	0	0	13
Publicly Owned Treatment Works (POTW)	0	0	5	0	0	5	3	3	5	0	0	5
Maximum Number of Sites per Event	6	6	31	6	6	31	29	29	31	6	6	31

The following further breaks down the number of sites at which a group of constituents will be collected. Some sites will have multiple groups of constituents collected during a single event. For example, in July, all constituent groups will be collected – Metals constituents will be collected at 3 RW sites, 6 LU sites, and 3 POTW sites; Toxicity constituents will be collected at 8 RW sites, 11 LU sites, and 5 POTW sites; Pest/PCB constituents will be collected at 8 RW sites, 11 LU sites, and 5 POTW sites; Nutrient constituents will be collected at 13 RW sites and LU sites. Some of these sites will overlap, as such, the total number of sites sampled in July will be 31.

Constituent Group	Site Type	Sep	Oct	Nov	Dec	Jan	Feb	Mar WET ¹	Apr WET ¹	May	Jun	Jul	Aug
Metals	RW			3			3	3	3	3			3
	LU			6			6	6	6	6			6
	POTW			3			3	3	3	3			3
Toxicity	RW			8			8	8	8	8			8
	LU ²			11			11	11	11	11			11
	POTW ²			5			5			5			5
Pests/PCBs	RW			8			8	8	8	8			8
	LU			11			11	11	11	11			11
	POTW			5			5			5			5
Nutrients	RW			13			13	9	9	13			13
	LU			12			12	12	12	12			12
Salts	RW	6	6	6	6	6	6	6	6	6	6	6	6
Maximum Number of Sites per Event		6	6	37	6	6	37	35	35	37	6	6	37

1 Includes two wet events, which could occur between October and April, per site except for POTWs. For the purposes of this table it was assumed the wet events would be conducted in March and April.

2 Only pesticides associated with Toxicity Sampling as listed in Table 2 of the QAPP will be collected at land use and POTW sites.

Metals – Samples will be analyzed for Metals as listed in Table 2 of the QAPP.

Toxicity – Samples will be analyzed for toxicity and OP, triazine, and pyrethroid pesticides as listed in Table 2 of the QAPP.

Pests/PCBs – Samples will be analyzed for OC pesticides and PCBs as listed in Table 2 of the QAPP.

Nutrients – Samples will be analyzed for Nutrients as listed in Table 2 of the QAPP.

Gen Chem – All sampling stations will have samples collected and analyzed for General Parameters as listed in Table 2 of the QAPP.

Salts - Sampling for Salts TMDL will be conducted at 6 RW sites and samples will be analyzed for Boron, Total Dissolved Solids (TDS), Chloride and Sulfate. At this time the current QAPP has not been updated to include the Salts TMDL constituents but will be at a later date.

Table 2. Freshwater Sediment Sampling Schedule and Number of Sites per Month

Constituent Group	Aug Event
Toxicity	4
Pests/ PCBs	7
Total # of Sites	7

RW – Receiving Water Sites

Toxicity – Samples will be analyzed for toxicity and OP, triazine, and pyrethroid pesticides as listed in Table 2 of the QAPP.

Pests/PCBs – Samples will be analyzed for OC pesticides and PCBs as listed in Table 2 of the QAPP.

Table 3. Saltwater Sediment Sampling Schedule and Number of Sites per Month

Constituent Group	Aug Event
Toxicity	5
Pests/ PCBs	5
Metals	5
Total # of Sites	5

RW – Receiving Water Sites

Toxicity – Samples will be analyzed for toxicity and OP, triazine, and pyrethroid pesticides as listed in Table 2 of the QAPP.

Pests/PCBs – Samples will be analyzed for OC pesticides and PCBs as listed in Table 2 of the QAPP.

Table 4. Fish Tissue Sampling Schedule and Number of Sites per Month

Constituent Group	Aug Event
Fish Tissue	
Chlorpyrifos	1
Pests/PCBs	7
Mercury and Selenium	3
Bird Egg	
Mercury and Selenium	1
Total # of Sites	7

Pests/PCBs – Samples will be analyzed for OC pesticides and PCBs as listed in Table 2 of the QAPP.

2.2 Grain Size Fraction Analysis

Grain size fraction analysis is not required to meet the requirements of TMDL monitoring. However, the various fractions (aqueous and sediment and two grain size fractions) could be considered to develop an understanding of how target organic constituents are transported through the watershed. Because grain size fraction analysis is not required to meet the requirements of the TMDL monitoring and is for investigative purposes only, this component of the CCWTMP may be modified by the Management Committee per the process outlined in the Optional Monitoring Elements section of the Project Description (Element 6). However, for the purposes of this SOQ it is assumed

the analysis will be conducted as follows:

- Grain size fraction analysis will be conducted during one wet-weather sampling event each year. Water column samples will be filtered, after which the sediment and aqueous fractions will be analyzed separately for target organic constituents. The sediment fraction will be sieved into two grain size fractions (2mm-63um and less than 63um), after which the whole sample and the two grain size fractions could be analyzed separately. Analysis for general water quality constituents will be conducted on the whole sample.
- During the sediment sampling event, samples will be sieved into two grain size fractions (2mm-63um and less than 63um), after which the whole sample as well as two grain size categories could be analyzed separately for target organic constituents. Measurements of general sediment quality constituents (GSQC) will be conducted on the whole sample.

2.3 Data Management and Reporting

The selected Contractor will be responsible for conducting laboratory analysis and submitting appropriately qualified laboratory data in hard copy, PDF and electronic data deliverable (EDD) formats. The acceptability of data is determined through data verification and data validation. Both processes are discussed in detail in the QAPP. Upon completion of the analytical services, the Contractor shall conduct data verification prior to providing the lab report as outlined in the QAPP, and briefly described as follows:

1. Verify that methods and procedures have been followed at all stages of the data collection process, including sample receipt, sample preparation, sample analysis, and documentation review for completeness.
2. All data will be compiled into a SWAMP compatible database in either a Microsoft Access® or Microsoft Excel® file format to be developed in coordination with LWA.

2.4 General Expectations

The following outlines general expectations of analytical laboratories providing services for the CCWTMP.

General:

1. The laboratory is ELAP-certified to perform all requested analyses.

Sample Tracking:

1. The laboratory has a system in place that provides real-time sample status, allowing the laboratory's Project Managers to quickly relay status information to the client when requested to do so.

Sample Collection:

1. The laboratory provides the appropriate sample containers for requested analyses, including priority-cleaned containers for priority pollutants (metals, cyanide, volatile & semivolatile organics). Sample containers contain the appropriate preservative, if applicable.
2. The laboratory is located such that samples can be delivered in adequate time to meet all holding time requirements.

Sample Preparation and Analysis:

1. Any deviation from USEPA analytical methodology is communicated clearly (verbally and via email) to the client in order to obtain client approval before sample preparation or analysis is performed, if feasible, or as soon as is practical after the deviation is discovered;
2. The laboratory is able to meet project-required detection limits, including method detection limits (MDLs), SIP-specified minimum levels (MLs) and reporting limits (RLs), where specified for any particular project. MDL study results supporting RL development for each constituent of interest are readily available for review by the client;
3. USEPA-specified sample preparation and analytical holding times are strictly observed. The client is notified of a missed holding time as soon as it is discovered.

Quality Assurance / Quality Control (QA/QC):

1. The laboratory's internal Quality Assurance Program requirements meet basic Project requirements:
 - a) The laboratory's QA Program is in conformance with USEPA and ELAP requirements for QA Program content and is used to guide the daily QA/QC activities of the lab (*i.e.*, the laboratory's QA Program is strictly adhered to);
 - b) Acceptance criteria for quality control sample results are reasonable and conform to established USEPA method requirements;
 - c) Quality control failures are documented and included in the final data report submitted to the client;
 - d) The laboratory views meeting USEPA-required holding times as a fundamental requirement for producing valid and legally-defensible and valid data, not as optional;
 - e) Results of previous ELAP audits are readily available for review by the client;
 - f) Results of previous DMR/WP proficiency studies are readily available for review by the client.
 - g) All quality control data associated with the client's samples are reported at the time that sample results, including (but not limited to) data for blanks, replicates, and spikes.
 - h) MDLs and MLs are reported for all Priority Toxic Pollutants (as identified in the California Toxics Rule) for all samples, including quality assurance samples. If applicable, the Detected-but-Not Quantified estimated values (DNQ, also known as J-flagged data) are also reported for all samples, including quality assurance samples.

- i) The laboratory will provide access to quality control data for all types of containers supplied to the client indicating the levels of contamination from the containers.

Data Reporting Requirements:

1. The laboratory is able to consistently meet a 15-working-day turnaround time for results. A longer turnaround time may be negotiated, if appropriate. The laboratory's Project Manager contacts the client in advance if the turnaround time will not be met and provides an estimated date by which results will be available. "Working days" are defined as those days that the laboratory is open for normal business (excludes Saturdays, Sundays and most major holidays).
2. The final report format is in conformance with Project requirements for analyses, analytical methods requested, detection limits (MDLs, MLs, RLs), units, and other information specified in the QAPP, or verbally, via email, or on the chain-of-custody form submitted with samples.
3. The laboratory provides results in a hard copy, PDF, and electronic data deliverable (EDD) format (i.e., Microsoft Excel® or Access®), all of which are in conformance with Project requirements.
4. The final data review by the laboratory's QA Officer or Project Manager will ensure that EDD and hard-copy results are identical;
5. Amended EDD or hard-copy reports generated to correct reporting errors are issued within 3 working days of discovering the reporting error;
6. Amended reports are clearly identified as such and are accompanied with a cover letter that identifies the corrections included in the amended report;

General Communication:

1. The laboratory assigns a lead Project Manager for Project oversight, as well as a backup Project Manager in the event that the lead Project Manager is not readily available. These Project Managers communicate all pertinent details to the client's lead and backup Project Managers.
2. Response time for inquiries is as follows:
 - a) Inquiries made before 12:00 noon receive a verbal or written (emailed) response by the end of the day in which the inquiry is made, if feasible. Acknowledgement that the inquiry was received and that requested information is being collected is an acceptable response.
 - b) Inquiries made after 12:00 noon receive a verbal or written (emailed) response by 12:00 noon on the day following the day that the inquiry was made, if feasible. Acknowledgement that the inquiry was received and that requested information is being collected is an acceptable response.
3. The laboratory has an effective system in place to communicate special sample-handling, analysis, or QC instructions outlined in the Sampling and Analysis Plan (SAP) for the Project, and/or indicated on the chain-of-custody accompanying samples submitted to the laboratory for analysis.
4. If the laboratory is unable to comply with project requirements (*e.g.*, holding times, special sample-handling, analysis or QC requirements, reporting limits), the Project

Manager will contact the client (verbally and via email) as soon as the inability to comply is determined.

3 INFORMATION TO BE PROVIDED IN THE RESPONSE TO RFQ

The following section details the information requested from the Contractor as part of the RFQ. Submittals are limited to no more than seven (7) single sided pages (excluding the cover page) in Times New Roman 12-point font. A potential use of the pages is provided below as guidance. Attachments do not have a page limit, but are limited to the requested materials below. Additional information not explicitly requested in the RFQ or over the page limit will not be reviewed. Bidders must submit 5 double sided printed copies and one electronic copy of the entire package. Also include the Budget Template spreadsheet in Microsoft Excel®.

1. Firm Background and Statement of Understanding (2 pages)
 - Provide a statement indicating that the Contractor understands the requirements of the QAPP and the aforementioned General Expectations.
2. Staff Bios (2 pages) – Do not attach resumes
 - Briefly summarize the experience and location of project manager, no more than 2 key lab personnel, and 1 data management staff that will be directly involved with the CCWTMP.
 - Briefly describe their roles in the CCWTMP.
3. Relevant Project Experience (3 pages)
 - Briefly summarize your firm’s experience and qualification for conducting the requested services.
 - Provide at least 3 prior project examples and include:
 - A description of the project
 - Duration of project
 - Cost of project managed by Contractor
 - References
 - Key Staff – only include key staff identified in Staff Bios (i.e., do not include staff that will not be working on the CCWTMP).
4. Cost Information
 - Fill out the attached Excel® spreadsheet.
 - Include a analytical rate sheet
 - One page of text may be included in the Excel® spreadsheet to provide an explanation of cost information, if necessary.
5. Lab Management Information
 - Fill out the attached Excel® spreadsheet.
6. Additional Information (Limit to 2 pages)
 - Briefly highlight the ability of your lab to handle the expected number of wet weather samples.
 - Detail process for splitting and analyzing whole and particle size distribution of wet-weather and sediment samples.

7. Proof of Insurance

- The Contractor shall, at their sole expense, maintain in effect the following insurance coverage for the duration of the contract and include LWA and Calleguas Municipal Water District as an additional insured on their policy. Workers' Compensation insurance shall be held and maintained by the Bidders as required by applicable laws of the State of California with a minimum amount and limit of One Million Dollars (\$1,000,000) for each accident.
- Professional Liability insurance shall be held and maintained by the Bidders covering liabilities arising from Bidder's acts, errors or omissions for services, activities, tasks and / or the scope of work rendered or that should have been rendered to and/or on behalf of LWA.
- General Liability insurance shall be held and maintained by the Bidders covering all operations by or on behalf of the Bidders providing insurance for bodily injury liability and property damage liability. The combined single limits of liability for bodily injury or property damage shall be One Million Dollars (\$1,000,000) for each occurrence, and Two Million Dollars (\$2,000,000) aggregate.
- Automobile Liability (Bodily Injury and Property Damage Liability) insurance shall be held by the Bidders, including coverage for all owned, hired, and non-owned automobiles. The combined single limit of liability shall be One Million Dollars (\$1,000,000) for any one accident or loss.

4 EVALUATION CRITERIA

The selection committee will review the proposals. Contractors will be evaluated to determine the best value for the Responsible Parties based on the following criteria:

1. Ability to meet the MDLs and Project RLs in the QAPP. (70%)
2. Contractor Team Member experience and qualifications. (10%)
3. Contractor Team's Relevant Project Experience and past record of performance in similar projects. (15%)
4. Proposed Costs. (5%)

5 CONSULTANT SELECTION PROCESS AND IMPORTANT DATES

1. A Contractor selection committee will be established for this RFQ and will include representatives from the Responsible Parties listed in the QAPP.
2. Based upon the proposals submitted, the selection committee may select a short-list of qualified contractors for this project and conduct interviews, if deemed appropriate. The Responsible Parties reserves the right to make a final consultant selection based solely upon evaluation of the written proposals, without short-listing firms or conducting oral interviews, should it be in the Responsible Parties' best interest to do so.

3. Based upon the proposals and interviews (if held), the committee will evaluate the finalists as to qualifications. The committee will recommend the selected contractor and the Fiscal Agent will enter into negotiations with the selected contractor.
4. If the Fiscal Agent is unable to reach an acceptable agreement with the selected contractor, the Fiscal Agent will recommend that negotiations be terminated and that negotiations with the second ranked contractor commence. The Fiscal Agent has final authority to terminate negotiations and move to the next ranked consultant.
5. After negotiating a proposed agreement that is fair and reasonable, the Project Fiscal Agent will recommend that LWA enter into an agreement.
6. The contract shall begin upon approval and execution by LWA, and the Contractor shall commence work after notification to proceed by LWA.
7. The Contractor is advised that any recommendation for contract award is not binding until the Agreement is fully executed and approved.

RFQ Important Dates

RFQ Distributed	September 1, 2010
Notify Intention to Submit	4 pm September 16, 2010
Questions Due	4 pm September 16, 2010
RFQ Submittal Deadline	4 pm September 30, 2010
Contractor Selection, Negotiations, Contract Awarded	October 1 - October 15, 2010
Initiate Program	November 1, 2010