

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

Field and Data Management 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 firm or team of firms to conduct field monitoring for the Calleguas Creek Watershed Monitoring and Reporting Program Plan for the Nitrogen, OC and PCBs, Toxicity, and Metals and Selenium Total Maximum Daily Loads (TMDLs). The Contractor will provide field and data management 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 April 15th, 2008 DRAFT Calleguas Creek Watershed Management Plan Quality Assurance Project Plan (QAPP), selected firms are now invited to provide a Statement of Qualifications (SOQ) and a cost estimate for program costs.

INSTRUCTIONS TO BIDDERS

Please provide 10 printed copies and one electronic copy on compact disc of your submittal no later than **4:00 pm, August 26, 2008** 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, August 13, 2008** via email (HGraumlich@calleguas.com and Chrism@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, August 18, 2008**. Responses to questions received will be sent to all bidders who have notified the Responsible Parties of their intention to submit a proposal. A prebid meeting will be held at **2:00 pm, August 21 2008** to address questions received prior to that date and field additional questions.

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.

It is anticipated the contract will be awarded within several weeks of Contractor selection, and the selected Contractor must be prepared to begin work no later than **September 15th, 2008**. The initial contract term will be for approximately one year, and is renewable for up to two 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 require 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)
- 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 April 15th, 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 firm or team of firms to conduct field monitoring services in the freshwater portions of the watershed and to provide data management services for the CCWTMP. If your team only covers a subset of sampling (i.e., only sediment) we request that you team with another firm. The scope of work is described below and based upon the QAPP. The selected firm will be responsible for coordinating with the Responsible Parties and Larry Walker Associates (LWA); collecting samples; and verifying and compiling field and laboratory data.

The requested services in the RFQ are based on the QAPP. Slight variations may exist between the monitoring requirements presented in the QAPP and those outlined in the RFQ. The RFQ was intended to capture the potential for a slightly higher level of effort than currently identified in the QAPP in an attempt to ease the RFQ process. If a potential bidder feels the QAPP contains requirements not specifically addressed within the RFQ cost estimate or the RFQ presents the requirements in a way that would significantly under represent the level of effort required please submit the discrepancy as a question.

The standard operating procedures (SOPs) for collection of samples are provided in the Appendices associated with the QAPP. The winning Contractor will be expected to collect samples in the manner outlined in 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 collected in a manner not consistent with the SOPs. Briefly the scope of services includes:

- Review and understand the approved QAPP.
- Participate in training of field staff covering standardized sampling methods, flow data collection, proper completion of field log sheets, use of equipment, shipping of samples and possibly data entry procedures.
- Conduct monthly sample collection events consistent utilizing the same staff.
- Fill out and maintain records of sample documentation including, but not limited to, chain of custody, bottle labels, and field logs.
- Provide, prepare and calibrate all field equipment, obtain and maintain necessary sampling gear.
- Coordinate with laboratory to order necessary bottles, have equipment cleaned, conduct analysis and receive data.
- Work with the laboratory to resolve any conflicts, data errors, missing data, and other issues associated with obtaining a complete and correct data set.
- Schedule monitoring and coordinate with Responsible Parties and LWA.
- Obtain necessary permits and/or passes to access sampling sites.
- Coordinate with LWA to ensure accuracy and completeness of submitted data set.
- Submit required reports and compiled data sets to LWA.

The following describes the scope of services requested in more detail and represents a consolidated version of the requirements outlined in the QAPP.

2.1 Freshwater Water and Sediment Quality Sampling

Freshwater water quality sampling will occur on a monthly basis for the first year. All efforts will be made to include two wet weather water sampling events for compliance monitoring during targeted storm events between October and April. The wet weather events will be considered the monthly event for that month. As such, there will be no more than 12 water quality sampling events in the first year of monitoring. 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. For this RFQ, it is assumed the selected Contractor will collect samples at POTW outfalls and overlapping sites. 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.

Figure 1 through Figure 5 present the locations of all sampling sites. Table 1 and Table 2 outline the sampling schedule for the first year of monitoring. 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 WET ¹	Mar WET ¹	Apr	May	Jun	Jul	Aug
Receiving Water (RW)	3	3	13	3	3	13	13	13	13	3	3	13
Land Use (LU)	6	6	13	6	6	13	13	13	13	6	6	13
Publicly Owned Treatment Works (POTW)	3	3	5	3	3	5	3	3	5	3	3	5
Maximum Number of Sites per Event	12	12	31	12	12	31	29	29	31	12	12	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 WET ¹	Mar WET ¹	Apr	May	Jun	Jul	Aug
Metals	RW	3	3	3	3	3	3	3	3	3	3	3	3
	LU	6	6	6	6	6	6	6	6	6	6	6	6
	POTW	3	3	3	3	3	3	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
Maximum Number of Sites per Event		12	12	31	12	12	31	29	29	31	12	12	31

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 February and March.

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.

Table 2. Freshwater Sediment Sampling Schedule

Constituent Group	Site Type	Aug 09
Toxicity	RW	4
Pests/ PCBs	RW	7
Total # of Sites	RW	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.

2.2 Data Management and Reporting

The selected Contractor will be responsible for managing field and laboratory data and provide reporting to LWA to document field activities.

The acceptability of data is determined through data verification and data validation. Both processes are discussed in detail in the QAPP. The general data management and reporting tasks that will be required include:

1. The Contractor will review information provided by LWA to ensure the bottle order request, field log sheets, and labels reflect the analysis for the upcoming event.
2. Upon completion of the sampling event, the Contractor shall conduct data verification as outlined in the QAPP and is briefly described as follows:
 - a. Verify that methods and procedures have been followed at all stages of the data collection process, including sample collection, sample receipt, sample preparation, sample analysis, and documentation review for completeness.
 - b. Data verification should occur in the field at each level (*i.e.*, all personnel should verify their own work) and as information is passed from one level to the next (*i.e.*, supervisors should verify the information produced by their staff). Records commonly examined during the verification process include field and sample collection logs and chain-of-custody forms.
 - c. Data collected on field logs will be transferred to an electronic database.
 - d. Receive and review data from contract laboratories to verify that all data (including quality assurance quality control data) were received in the agreed upon format from the laboratories.
 - e. Communicate with the laboratory to correct data errors and resolve any issues with sample handling, analysis, and reporting.
 - f. All data (field and laboratory data) will be compiled into a SWAMP compatible database in either a Microsoft Access® or Microsoft Excel® file format to be provided by the LWA. The field log and analytical data generated will be converted to a standard database format maintained on personal computers. Program data will be submitted electronically in either Microsoft Access® or Microsoft Excel® file format.

- g. Data entry into the database for data gathered from other studies being conducted as part of TMDL implementation.
- 3. Upon completion of data verification, the Contractor will generate Analytical Data Reports (described in Element 10 of the QAPP). The reports will be generated after each event, per the schedule outlined in the QAPP and presented in Table 3, and kept by the Sampling Contract Project Manager.
- 4. Reporting will entail both written reports and data submittals. The Contractor will generate Event Summary Reports as described in Element 10 of the DRAFT QAPP. The reports will be generated after each event, per the schedule outlined in the DRAFT QAPP and presented in Table 3.

Table 3. Reports to Management Schedule

Type of Report	Frequency	Delivery Date
Event Summary Reports	Monthly	With in one week of the completion of each sampling event
Analytical Data Reports		Within 30 days of sample delivery ¹
Annual Electronic Database	Annually	One months after receipt of the final analytical data report to be included in Annual Report

¹ Submittal of Analytical Data Reports assumes laboratories provide data to Contractor within a standard turn around time of 20 business days. Delivery of the Analytical Data Reports may be revised to consider longer laboratory turn around times if necessary.

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 7 single sided pages (excluding the over 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 10 double sided printed copies and one electronic copy of the entire package. Also include the Budget Template spreadsheet in Microsoft Excel®.

1. Firm Background (1 page)
2. Project Understanding (1 page)
3. Staff Bios (2 pages) – Do not attach resumes
 - o Briefly summarize the experience and location of project manager, 2 key field personnel, and 1 data management staff that will be directly involved with the CCWTMP.
 - o Briefly describe their roles in the CCWTMP.
 - o If additional field staff are needed to cover the different aspects of the

CCWTWP one additional page will be allowed, do not include any information not related to Staff Bios if the additional page is utilized.

4. 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).
5. Cost Information
 - Fill out the attached Excel spreadsheet. If you identify any computational or formatting issues please notify us immediately.
 - Include a Staff Rate Sheet
 - Include an Equipment Rate Sheet
6. 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 Larry Walker Associates.
 - 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. Contractor Team Member experience and qualifications. (45%)
2. Contractor Team's Relevant Project Experience and past record of performance in similar projects related to management and implementation of watershed scale monitoring programs including sample collection and data management (45%);
3. Proposed Costs (10%).

5 CONSULTANT SELECTION PROCESS AND IMPORTANT DATES

1. A Contractor selection committee will be established for this project 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	August 4, 2008
Notify Intention to Submit	4 pm August 13, 2008
Questions Due	4 pm August 18, 2008
Prebid Meeting	2 pm August 21, 2008 at Calleguas Municipal Water District
RFQ Submittal Deadline	4 pm August 26, 2008
Contractor Selection, Potential Interviews, Negotiations, Contract Awarded	August 27 – September 2, 2008
Initiate Program	September 15, 2008

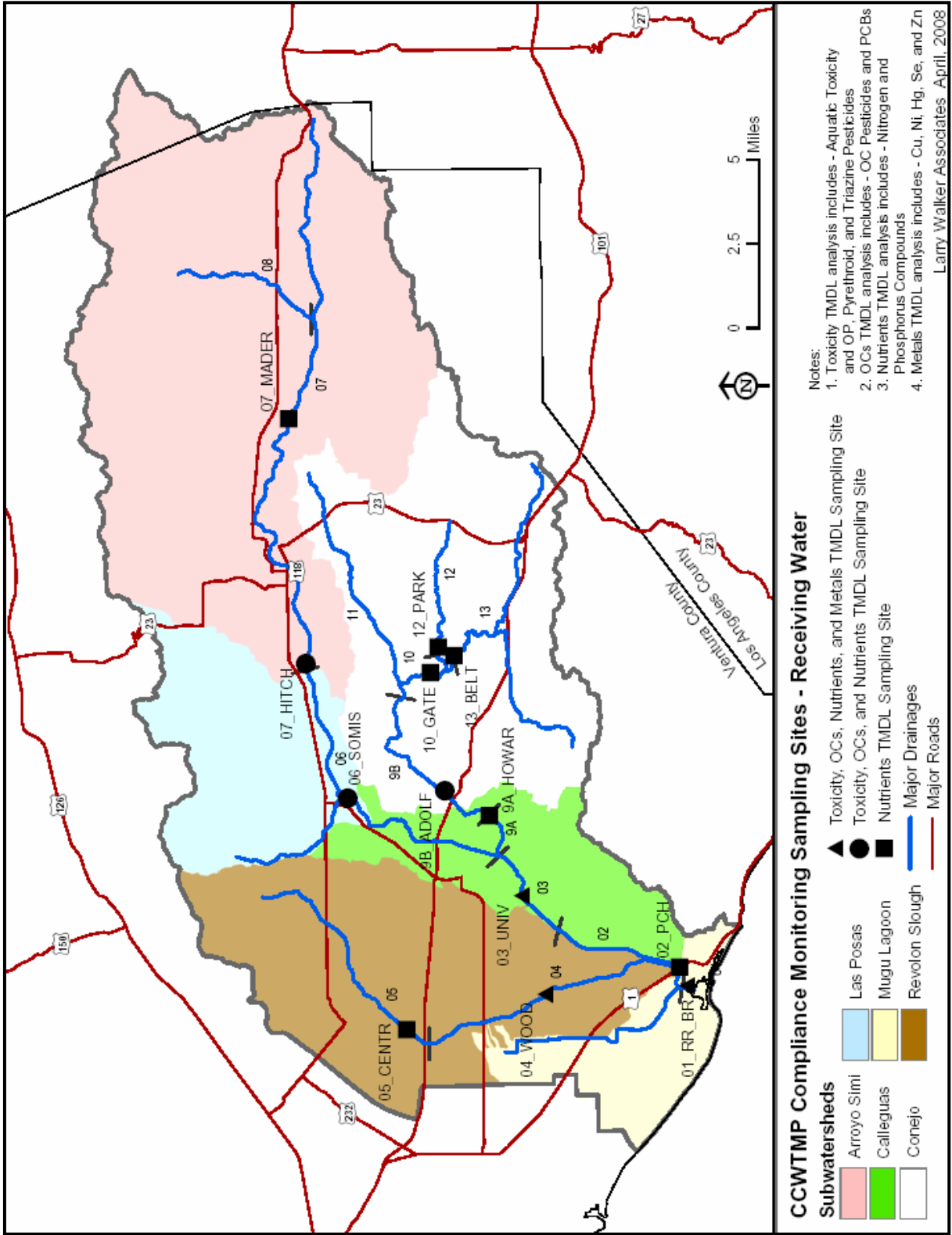


Figure 1. CCWTMP Compliance Monitoring Sampling Sites – Receiving Water

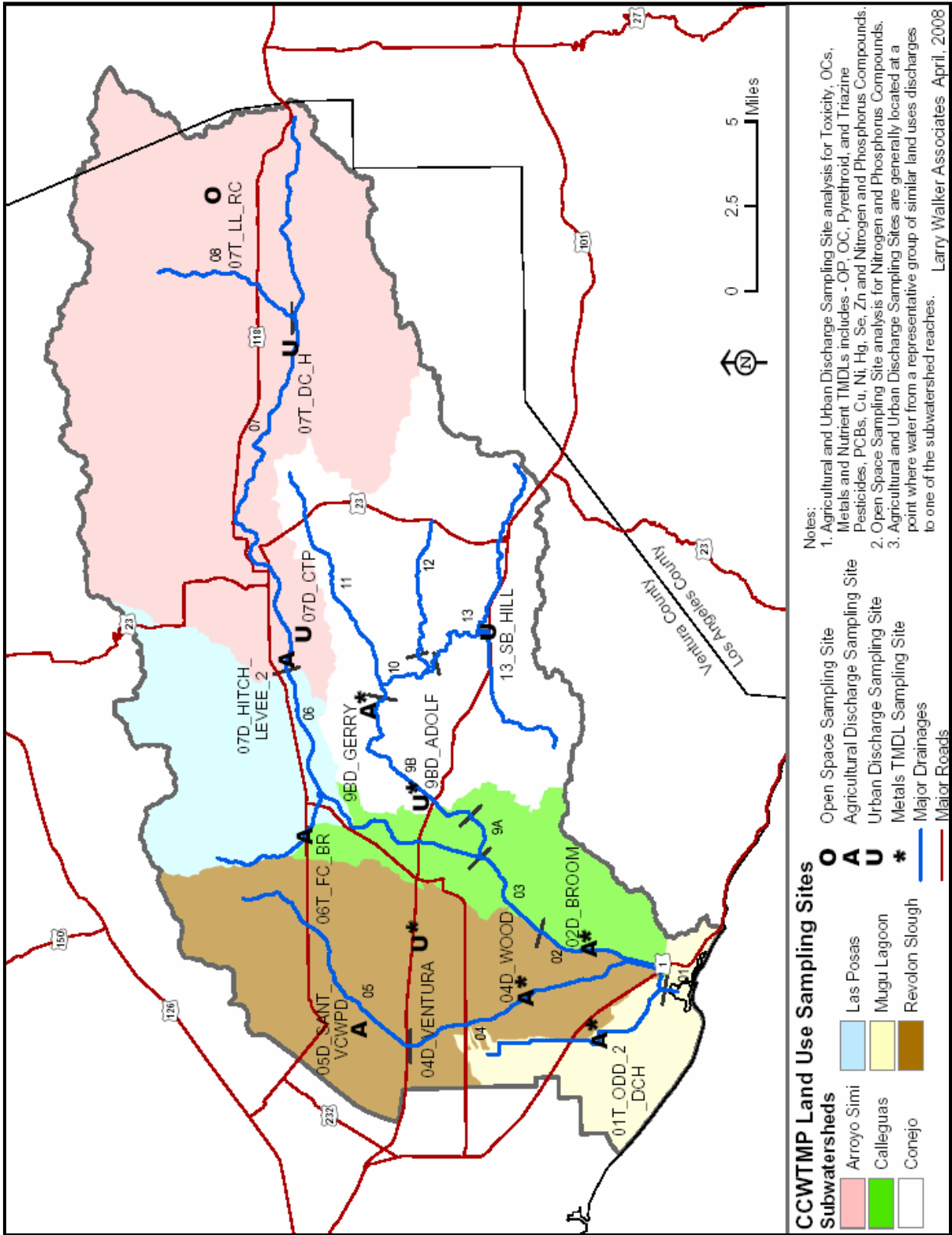


Figure 2. CCWTMP Land Use Sampling Sites

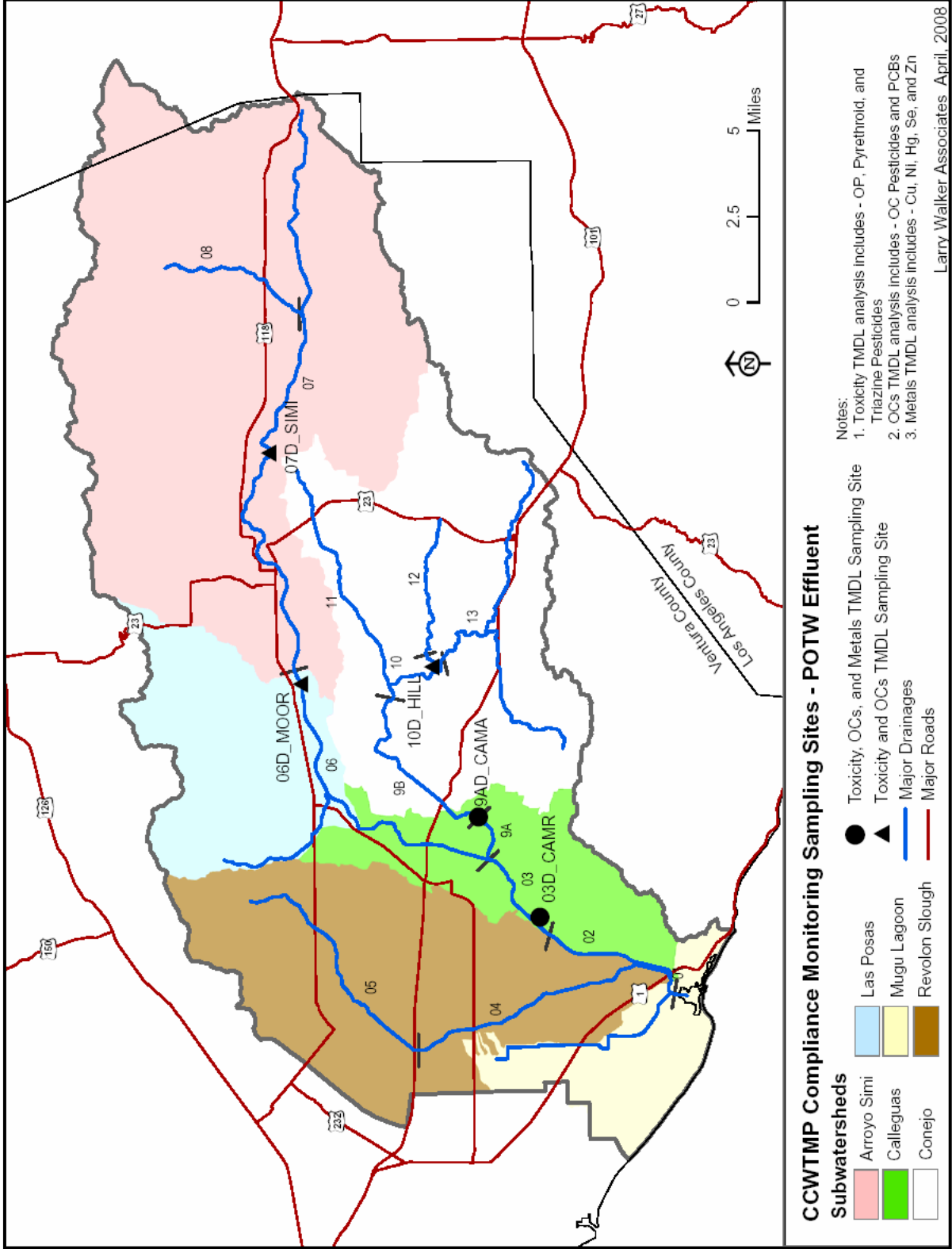
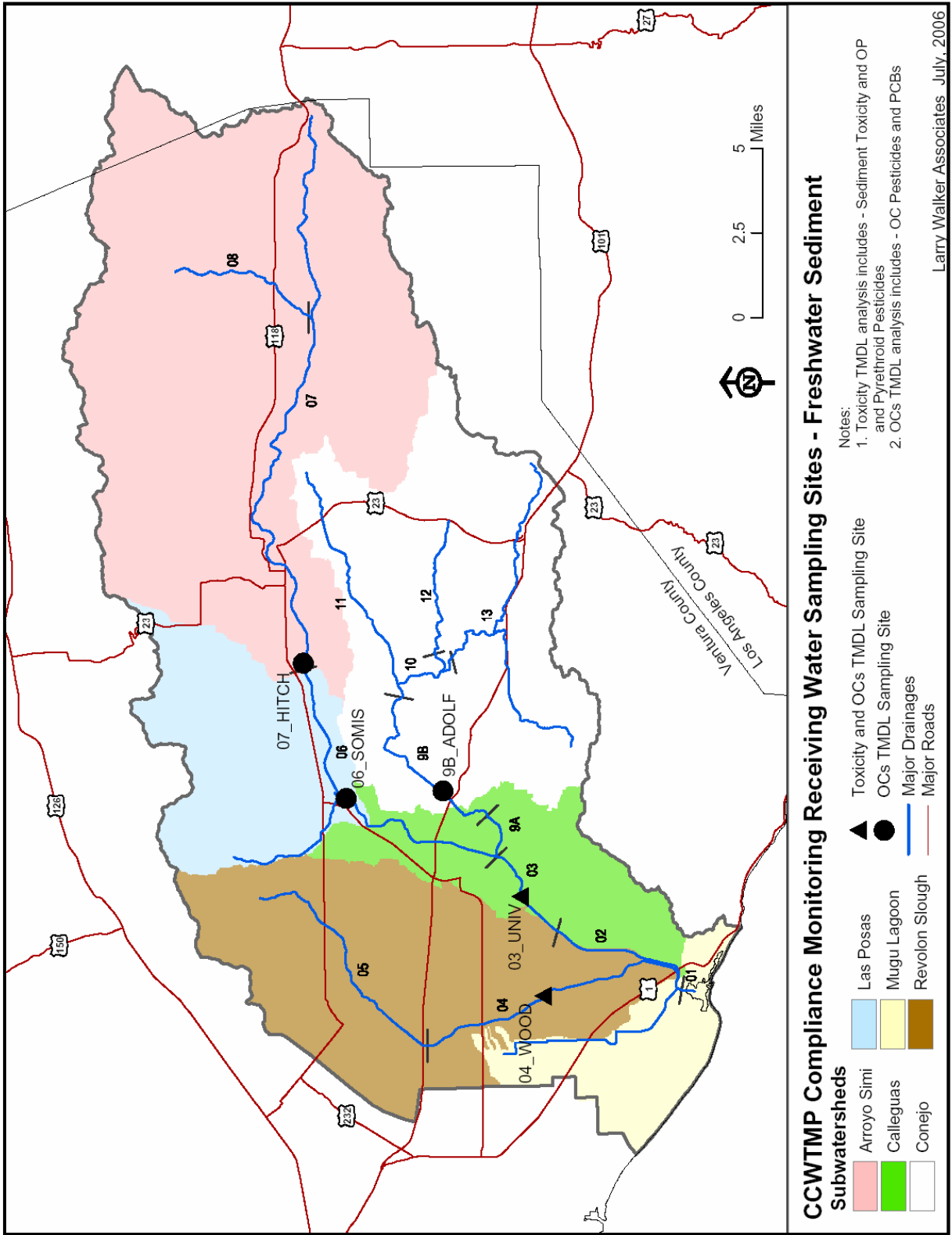


Figure 3. CCWTMP Compliance Monitoring Sampling Sites – POTW Effluent



Larry Walker Associates July, 2006

Figure 4. CCWTMP Compliance Monitoring Receiving Water Sampling Sites – Freshwater Sediment

