



# INDIAN WELLS VALLEY GROUNDWATER AUTHORITY

## REQUEST FOR PROPOSALS

Imported Water Pipeline Alignment Study

May 2022

**Proposal Submission Deadline:**

**Monday, June 20, 2022 – 3:00 PM PT**

Make all inquiries and send all questions to:

April Keigwin, Clerk of the Board of Directors  
100 W. California Ave., Ridgecrest, CA 93555  
Telephone: 805-764-5452  
E-mail: [akeigwin@rgs.ca.gov](mailto:akeigwin@rgs.ca.gov)

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Attachment A: Scope of Services

## **I. Introduction and Background**

The Indian Wells Valley Groundwater Authority (IWVGA) is requesting proposals from qualified firms for preparation of an alignment study (Study) for a new imported water supply pipeline. This Request for Proposals (RFP) outlines the requirements and minimum qualifications, selection process, and documentation necessary to submit a Proposal.

### **A. About IWVGA**

In July 2016, the IWVGA was formed through a Joint Exercise of Powers Agreement for the purpose of forming a Groundwater Sustainability Agency (GSA) to manage the Indian Wells Valley Groundwater Basin (Basin) and to implement Sustainable Groundwater Management Act (SGMA) requirements, including the development of a Groundwater Sustainability Plan (GSP). The IWVGA consists of the following voting member agencies:

1. City of Ridgecrest (a public agency)
2. Indian Wells Valley Water District (a public agency and California Special District)
3. County of Kern (a public agency)
4. County of Inyo (a public agency)
5. County of San Bernardino (a public agency)

The United States Department of the Interior Bureau of Land Management and the United States Navy, Naval Air Weapons Station China Lake serve as non-voting associate members.

The Basin is located east of the southern Sierra Nevada Range in California with an area of approximately 382,000 acres underlying portions of Inyo, Kern, and San Bernardino Counties. The Indian Wells Valley groundwater basin is identified by the California Department of Water Resources (DWR) as Basin No. 6-054 in Bulletin 118. The Basin has been designated by DWR as a critically overdrafted basin. The Basin serves as the sole source of potable water supply for residents and other water users; there are currently no imported water supply sources available to the Basin.

Pursuant to SGMA requirements, the IWVGA adopted and submitted its GSP to DWR in January 2020. In January 2022, DWR issued an “approval” determination of the IWVGA’s GSP, and the IWVGA is currently implementing its GSP projects and management actions, including acquisition of new imported water supplies and planning for new water supply infrastructure.

### **B. Purpose of the Request**

The IWVGA has recently secured a SGMA-Implementation grant funding opportunity through DWR for planning and design-level activities intended to bring new imported water supplies into the Basin. The Study represents the first phase of these activities and is critical for the IWVGA to begin design, environmental compliance, right-of-way acquisition, and other tasks that will occur prior to construction.

The purpose of this RFP is to invite qualified Consultants to propose for preparation of the Study. The IWVGA will select a qualified Consultant to provide all services needed to develop and furnish the Study.

### C. Minimum Qualifications

The purpose of this RFP is to invite qualified Consultants to propose for preparation of an alignment study for a new imported water supply pipeline. The IWVGA will select a qualified Consultant to provide all services needed to develop and furnish the Study. These services are anticipated to include, but are not limited to, the following:

- Water facilities planning
- Hydraulic analysis
- Environmental review and investigations
- Right-of-way evaluation and cost estimation
- Cost estimation
- Conceptual (and potentially preliminary) design of the new pipeline and pump stations
- Fieldwork, as needed
- Attendance at presentations and meetings, as requested

The Respondent's business shall have been in existence for at least five (5) years providing the type of services required by the Scope of Services. In addition, the Respondent's proposed Project Manager must be a registered engineer of the State of California with a minimum of fifteen (15) years of experience on similar projects.

### D. Request for Clarification

Respondents requesting clarification pertaining to this RFP must submit all requests by 3:00 pm, PDST, **June 20, 2022**. Pre-proposal questions and clarifications will be accepted via email to the RFP Manager (see Section III.A). All questions received will be answered electronically via email to all participating Respondents. All Respondents interested in submitting a proposal must email their intention **by Monday, May 30, 2022**, to guarantee receipt of IWVGA's answers to all pre-proposal questions. Respondents must also acknowledge receipt of pre-proposal clarifications in their proposal.

## II. Scope of Services

Attachment A provides the Scope of Services listing major work tasks that may be requested.

### III. Proposal Format

#### A. RFP Manager

All questions and correspondence regarding the proposal documents and proposal should be directed in writing referencing “IWVGA Imported Water Pipeline Alignment Study” to:

April Keigwin, Clerk of the Board of Directors  
100 W. California Ave., Ridgecrest, CA 93555  
Telephone: 805-764-5452  
E-mail: [akeigwin@rgs.ca.gov](mailto:akeigwin@rgs.ca.gov)

#### B. Timetable

Responses to this RFP with sealed proposals are due and must be received in the IWVGA’s office (see address above) no later than **3:00 p.m., Pacific Time, on Monday, June 20, 2022**. No proposals shall be accepted after that time. IWVGA assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. Hand delivery before the deadline is recommended. Proposals received after the time and date listed above shall be returned to the Respondent unopened.

The following tentative schedule has been established for this RFP:

RFP Release Date	Monday, May 16, 2022
Respondents’ Submittal of Interest	Monday, May 30, 2022
Pre-Proposal Questions Due	Monday, June 6, 2022
Proposals Due	Monday, June 20, 2022
Consultant Selected	Early July 2022
Final Contract Negotiations	Early July 2022
IWVGA Board Approval of Contract	July 2022
Projected Contract Start Date	Late July 2022
Anticipated Work Completion Date (assuming contract awarded in July 2022)	January 2023

#### C. Proposal Submission Instructions

All proposals must meet the content requirements and format guidelines listed below in the “Proposal Content Guidelines” section. The complete proposal shall be submitted by the due date in a sealed envelope marked “Proposal for IWVGA Imported Water Pipeline Alignment Study”. A total of two (2) complete double-sided copies on paper containing a minimum of 20% post-consumer recycled content and one (1) electronic copy of the proposal must be submitted.

Proposals must be submitted in a sealed envelope, which details the business name, business address and contact person of the respondent. Responses must be addressed to the attention of **April Keigwin, Clerk of the Board for the IWVGA.**

## D. Proposal Content Guidelines

Proposals must be submitted with all documents required by this RFP. Proposals not submitted with all the required information may be considered incomplete and rejected by the IWVGA. Proposals may be rejected if they show any alterations of form, additions not called for, conditional or alternative proposals, incomplete proposals, erasures, or irregularities of any kind. Any statement or qualification in proposal form (or attached to, or included therewith) serving to qualify said proposal, or containing conflicting statements, or otherwise rendering proposal ambiguous or uncertain, will disqualify the proposal. IWVGA reserves the rights to reject any or all proposals.

Proposals should include the following items:

### 1. Introduction

- a) A letter of introduction briefly describing an understanding of the requested scope of work and qualifications to undertake this work such as experience in providing like services, background of the firm(s), and resumes of the principals involved.
- b) Additional material such as brochures and photos, promotional material, references, and supplemental graphics, applicable to the content of the proposal.
- c) Signature by an individual authorized by the firm or partnership to bind the firm or partnership to the proposal.

### 2. Project Team

- a) Prime team members: Name of entity submitting the proposal, its mailing address, telephone number, facsimile number, email address, the name of contact individual as well as the signature of principal/owner/officer in case of joint venture or other. Describe business and background, including the size, location, capacity, type of firm, and year established.
- b) If applicable, subcontractors: List subcontractors with individual addresses, telephone numbers, facsimile numbers, email addresses, and areas of expertise.
- c) Briefly describe the project responsibility of each team member.

### 3. Project Personnel

Description of organization, management, and team members. Provide a description of the firm's organization and a work plan that identifies the personnel to be assigned to each task. The organization description should clearly identify the project manager and the day-to-day contact person for the project. Contract terms will not permit substitution of lead personnel without prior approval by IWVGA. Description of

qualifications of the professional personnel to be employed with a summary of similar works performed and a resume for each professional.

4. References, Related Experience and Examples of Work

Provide at least three client references (contact name, title, company name, address, phone number, and e-mail address) for relevant work. Specify the client, location, type of work, implementation results or status, examples of work, and other relevant information as needed.

5. Statement of Financial Capacity

In addition to the information required in the previous sections, proposals must include a statement that the firm is financially sound and has financial resources sufficient to successfully execute the contract.

6. Fee Schedule

Provide fee structure and schedule for the included services. Include year one and subsequent years, if there is an initial service setup fee. Provide an itemized fee list in the proposal.

7. Proposed Scope of Work

Provide a proposed approach and scope of work to accomplish the tasks outlined in the Scope of Services in detail (see Attachment A). Include all relevant subtasks and suggested additional tasks, if any.

## **IV. Selection Process**

### **A. Overview**

All proposals received by the due date will be evaluated by IWVGA. Only information which is received in response to the RFP and input from references will be evaluated. IWVGA will judge responses of each proposing firm in several critical areas.

The selection process shall proceed as follows:

1. Based upon the submitted written responses to this RFP, the IWVGA selection panel may select up to three qualified Consultants to interview.
2. At the interview, the Consultants will be expected to present their qualifications and experience to the selection panel. The project manager/primary contact for this program must be present for the interview. The interview will be followed by a

question and answer period by the selection panel. IWVGA will conduct interviews by conference call and screen sharing, and/or in face-to-face meetings based on the availability of the Respondent selected for interviews. IWVGA will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability, or national origin in the contract award. IWVGA reserves the right to reject any and all proposals at its discretion, thus not awarding the contract to any firm. IWVGA reserves the right to modify this RFP or the criteria for selection in any manner, to cancel this RFP, or to reject any one or more or all submittals.

IWVGA retains sole discretion to evaluate proposals and make an award to the Respondent that IWVGA deems to have the most responsive proposal. IWVGA reserves the right to invite the top candidate(s) for an oral interview, or to request additional clarifying information. The firm with the highest rating may be invited to negotiate a final agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm. The recommendation of IWVGA shall be submitted to the IWVGA Board for award of contract.

Upon the approval of the IWVGA Board, IWVGA will issue the Notice of Award and deliver the signed contract to the awarded Respondent.

## B. Selection Criteria

IWVGA will select the most qualified proposal based on the following factors.

1. Relevant qualifications and experience for comparable pipeline alignment studies, based on but not limited to the following:
  - Strength and stability of the firm and any subcontractors
  - Provide data on the level of experience in specific contracts of this type including performance and abilities (minimum of 3 examples) in addition to listing a minimum of three references
  - Qualifications, education, technical competence, licensing, and experience of the firm's staff and subcontractors assigned to the project
  - Key personnel's level of involvement in performing related work and or close oversight
  - Adequacy of labor commitment
  - Demonstrated knowledge of the scope of work required, capability of performing specific tasks outlined in the RFP based on similar work experience
  - Provided samples of craftsmanship and quality of work for other similar projects
  - Certification as a distribution system operator
2. Conceptual and proposed solutions and past performance on comparable engagements. The proposal must clearly indicate that the submitter has performed adequate planning to accomplish the tasks as defined in the Scope of Work.



- Proposal must be logical and laid out in a clear and thoughtful manner
  - Proposal includes a complete plan to accomplish the requirements, including subcontracting
  - Plan demonstrates that appropriate personnel and equipment will be positioned efficiently to carry out the requirements
  - Innovative approaches and ideas, specific methods and techniques to be employed by the contractor
  - Considerate of time constraints within the job
  - Meets all applicable guidelines as set forth in the RFP.
3. Total Fee, while not determinative, may be considered in the selection process. The selected firm will be expected to maintain the proposed billing rates throughout the term of the contract.
- Value provided
  - Reasonableness of the hourly rates, labor hours, and fees required to perform the work in relation to the scope of work and other proposals received, as well as reasonableness based on project costs for recently completed projects of similar scope and size. Travel time, if applicable, may be considered when evaluating reasonableness of rates.
  - Responsiveness to RFP and exceptions to or deviations from the RFP requirements
  - Quality of materials used
4. Willingness to Comply with the Proposed Agreement Terms.

## **V. Conditions and Information for Respondents**

### **A. General Conditions**

IWVGA reserves the right to cancel or reject all or a portion(s) of the request for proposals without notice. Further, IWVGA makes no representations that any agreement will be awarded to any organization submitting a proposal. IWVGA reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. Any changes to the proposal requirements will be made by written addendum.

### **B. Limitations**

All reports and pertinent data or materials shall be the sole property of the IWVGA, and may not be used or reproduced in any form without the explicit written permission of IWVGA. IWVGA reserves the right to extend the time allotted for the proposal, to verbally examine the Respondent in person, request copies of previous work prepared by the Consultant, and to request a best and final offer, should IWVGA deem that it is in its best interests to do so.

This RFP does not commit IWVGA to award a contract, or to pay any costs incurred in the preparation of the proposal. IWVGA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any Consultant, or to cancel this request in part or in its entirety. IWVGA may require the selected Consultant to participate in negotiations and to submit such technical, price, or other revisions of their proposals as may result from negotiations. IWVGA reserves the right to negotiate all final terms and conditions of any contract entered into.

### C. Liability of Costs and Responsibility

IWVGA shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. Respondents are liable for all errors and omissions contained in their proposals. The person or organization responding to the request shall hold IWVGA harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of IWVGA.

The selected PA will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected PA will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### D. Validity

The Respondent agrees to be bound by its proposal for a period of ninety (90) days commencing **Monday, June 20, 2022**, during which time IWVGA may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.

### E. Permits and Licenses

Respondents and all subcontractors, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License which will be required in connection with the performance of services hereunder.

### F. Oral and Written Explanations

The IWVGA shall not be bound by oral explanations or instructions given at any time during the process or after the award. Oral explanations given during the review process and after award become binding when confirmed in writing by an authorized IWVGA official. Written responses to question(s) asked by one Respondent will be provided to all Respondents who received Requests for Proposals.

### G. Respondent's Representative

The individual signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

## H. Deliverables

Deliverables depend upon the task assigned. In general, 2 copies of administrative draft reports are required upon completion of each task. Following approval by the staff, 3 copies of each final report are required. One unbound copy of each final document and an electronic file containing all final documents and all information are to be provided. The Consultant will develop a system to assemble, organize, store and utilize data in an electronic format. At the outset of the agreement, the Consultant will submit a description of the software to be used in preparation of the reports and graphics.

## I. Insurance

General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amount set forth in the contractor agreement.

## J. Rights Reserved to IWVGA

In addition to rights established elsewhere in this RFQ, the IWVGA reserves the right to:

- Reject any or all proposals;
- Confirm at any time during the solicitation process that the Respondent is able and responsible to perform the requested services in the manner desired, taking into consideration information in the proposal, any interviews conducted, or additional information acquired by the IWVGA;
- Verify all information submitted in the proposals;
- Withdraw this solicitation at any time without prior notice;
- Negotiate the final agreement with any Respondent as necessary to serve the best interests of the IWVGA;
- Amend the RFP;
- Amend the final agreement(s) to incorporate necessary attachments and exhibits or to reflect negotiations between the IWVGA and the successful Respondent; and

## K. Confidentiality

The IWVGA is subject to the Public Records Act, California Government Code Section 6250 et. seq. As such, all required submittal information is subject to disclosure to the general public. Consequently, unless specifically required by the solicitation, Respondents should not submit personal data such as driver's license information, social security numbers, etc. to avoid the possibility of inadvertent disclosure of this personal information. Please note that the IWVGA cannot consider proposals marked confidential in their entirety.

Respondent may provide supplemental information exempt from public disclosure under Gov. Code § 6254, including "trade secrets" under Evidence Code § 1060. Such supplemental information shall not be material to the required submittal information and The IWVGA shall be under no obligation to consider such supplemental information in its evaluation.

If submitting confidential, supplemental information, such information should be sectioned separately from the rest of the submittal and clearly marked "Confidential." Upon completion of its evaluation, the IWVGA will destroy any confidential, supplemental information submitted, or return such information to Respondent if so requested.

**ATTACHMENT A**  
SCOPE OF SERVICES  
FOR  
IMPORTED WATER PIPELINE ALIGNMENT STUDY

The Consultant shall provide engineering services related to development of the Study. The anticipated Scope of Work for preparing the Study includes, but is not limited, to the following tasks:

**Task 1. Determine Capacity at Pipeline Inlet**

Research available information and contact the Antelope Valley – East Kern Water Agency (AVEK) to determine the currently available pipeline capacity and the anticipated future available capacity through 2070, including seasonally and diurnally, in the California City pipeline owned and operated by AVEK. Provide the estimated current and future available capacity in the California City pipeline with a discussion of the information reviewed and the analysis conducted to determine the available capacities.

**Task 2. Determine Water Demands for the Imported Water Pipeline**

As the largest municipal pumper in the Indian Wells Valley Basin, the Indian Wells Valley Water District (IWWVD) is considered to be the most feasible and practical end-user of treated imported water supplies from AVEK. Research available information and contact the IWWVD to determine the IWWVD's current and future water demands, including seasonal and diurnal demands. Identify, with input from the IWVGA's Water Resources Manager, the current and future imported water needs for the Indian Wells Valley Groundwater Basin (IWVGB). Provide the estimated current and future water demands for the IWWVD and the current and future imported water demands for the IWVGB, with a discussion of the information reviewed and the analysis conducted to determine the demands.

**Task 3. Evaluate Potential Delivery and Connection Points**

Coordinate with IWWVD and identify and evaluate potential connection points within the IWWVD's water system to receive treated imported water, considering the IWWVD water system's capacity to distribute, store, and utilize imported water; the availability of imported water based on Task 1; and the IWWVD's water demands and the IWVGB's imported water demands as identified in Task 2. Provide a recommended connection point or points to the IWWVD's water system, a discussion of the connection points considered, information reviewed, and the analysis conducted to determine the recommended connection point(s).

**Task 4. Develop Preliminary Pipeline Alignments**

Provide three (3) proposed pipeline alignments spanning from the AVEK California City pipeline to the IWVWD's water system for consideration and comparison. Provide a discussion of the basis for proposing each alignment. Revise proposed alignments based on comments provided by IWVGA's Water Resources Manager.

**Task 5. Methodology for Alternative Pipeline Alignment Comparison**

Provide a proposed methodology for comparing the three (3) alternative pipeline alignments from AVEK's California City pipeline to the IWVWD water system connection point(s). The methodology should consider, at a minimum, the following factors:

- Distance and topography
  - To the greatest extent possible, minimize length of pipeline and pumping/energy requirements for water delivery.
- Potential environmental impacts and mitigation
  - Minimize impacts to habitats, drainage features, endangered species, cultural/biological resources, etc. And potential mitigation requirements
- Land acquisition requirements
  - Consider availability of parcels to site booster stations and access to booster stations
- Right-of-way
  - Consider availability, cost, and schedule to obtain necessary rights-of-way.
- Construction costs
  - Minimize capital and pumping/energy requirements.
- Other potential permitting issues, if any

Provide the proposed methodology with a description of how the methodology will be applied under Task 6.

**Task 6. Analyze Alternative Pipeline Alignments and Conduct**

Analyze each of the elements included in the alignment comparison methodology from Task 5 for each of the alternative alignments. The level of analysis shall be sufficient for the application of the comparison methodology to provide a final recommended alignment. Provide the results of the analysis for each element for each alignment and a discussion of the analysis conducted for each element.

**Task 7. Conduct Alternative Pipeline Alignment Comparison**

Apply the alternatives comparison methodology from Task 5 to the alternative pipeline alignments from Task 4 using the information from the analysis conducted in Task 6. Provide a recommended pipeline alignment and a discussion of the methodology applied to each of the alternatives.

**Task 8. Prepare Technical Memorandum on the Alternative Alignment Study**

Provide a memorandum documenting the findings of Tasks 1 through 7 and the rationale for recommending the final selected pipeline alignment.

**Task 9. Project Management, Deliverables, and Meetings**

There will be a kick off meeting to introduce project team members, formalize project communications, review schedule requirements, and discuss project objectives. There will be monthly progress meetings, by conference call or video meeting, of the consultant, IWVGA staff, and IWVGA's Water Resource Manager. The consultant will immediately notify the IWVGA staff and the IWVGA's Water Resource Manager of any potential delays in the project schedule.

A draft deliverable will be provided for Tasks 1 through 7. Following incorporation of comments from the IWVGA Technical Advisory Committee (TAC) and the IWVGA's Water Resources Manager, a final deliverable will be provided.

A presentation on each of the draft deliverables will be made to the TAC. A presentation on the draft and final deliverable for Task 7 will be made to the IWVGA Board of Directors.