



**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
HYDROGEOLOGIC MODELING SERVICES**

**for**

**Development of a  
Big Chino Sub-basin Groundwater Flow Model**

**Public Works Department**

**Telephone: (928) 777-1130**

**Fax: (928) 771-5929**

**Due Date: September 22, 2016**

## REQUEST FOR STATEMENTS OF QUALIFICATIONS

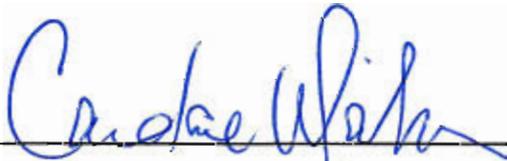
### Big Chino Sub-basin Groundwater Flow Model

The City of Prescott, Arizona, Town of Prescott Valley, Arizona, and Salt River Valley Water Users' Association and Salt River Project Agricultural Improvement District (SRP), collectively acting as the Comprehensive Agreement No. 1 (CA#1) Steering Committee, request submission of Statements of Qualifications (RSOQ) by hydrogeologic professionals/engineering firms to provide specified services. Statements must be received **before 2:00 PM on Thursday, September 22, 2016**, by the Prescott City Clerk's Office, 201 S. Cortez Street, Prescott, Arizona 86303, at which time all statements will be publicly opened.

Any statements received at or after 2:00 PM on the above stated date will be returned unopened. Statements must conform to this RSOQ and the attached Project Scoping Report. The City of Prescott in coordination with the CA#1 Parties reserves the right to reject any and all statements, and assumes no responsibility for the cost of preparing a response to this request.

Complete information packets are available for public inspection at the Prescott Public Works Department, 433 N. Virginia Street, Prescott, Arizona 86301 (Phone: (928) 777-1130; TDD: (928) 777-1100) or on the City's website at <http://www.prescott-az.gov/business/bids/>. Individual packets may be obtained free of charge on the City of Prescott's website or by non-refundable payment of \$2.00 from Public Works.

A **mandatory** pre-submittal conference will be held in the Prescott Public Works conference room, at **10:00 AM on Wednesday, August 10, 2016**. This meeting will be made available to out-of-town firms through Skype or conference call by making prior arrangements with the project manager.



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Candace Manibusan, Contract Specialist  
Published: 2TC July 24 and July 31, 2016

## A. DESCRIPTION OF WORK

The CA#1 Parties will be reviewing the statements of qualifications of firms for the purpose of entering into a contract for the following services:

Assembly and evaluation of significant historical geologic, hydrologic and engineering work that has been accomplished over the past several decades, along with ongoing data collection, in order to create a rational scientific basis for the development of a groundwater flow model to assist in sound water supply management. The groundwater flow model must have the capability of predicting past, present, and future impacts, if any, on Big Chino Sub-basin groundwater resources and the Upper Verde River Springs (UVS). Further, it must have the capability to inform a mitigation plan, if necessary.

## B. SUBMITTAL

Sealed Statements of Qualifications will be accepted before 2:00 PM on Thursday, **September 22, 2016**, at the City Clerk's Office, 201 S. Cortez Street, Prescott, Arizona 86303, at which time all submittals will be publicly opened. Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened.

Ten (10) copies of Statements shall be submitted, and must conform to the attached Project Scoping Report. The City of Prescott reserves the right to reject any and all statements and the City assumes no responsibility for the cost of preparing a response to this request.

The outside of the statement envelope shall indicate the name and address of the respondent, shall be addressed to the City Clerk, City of Prescott, at the above address, and shall be marked **Statement of Qualifications: Big Chino Sub-basin Groundwater Flow Model**

## C. FORMAT AND EVALUATION OF STATEMENTS OF QUALIFICATIONS

### C.1. STATEMENTS OF QUALIFICATIONS FORMAT

The statement shall be limited to no more than ten (10) pages, and include the following:

- Location of the firm
- A statement of the submitting firm's understanding of the project purpose and scope, and a general overview of how the firm would approach, manage, and complete the project.
- Names of the team members proposed for the project
- A list of similar projects in which the team has participated, and contact information
- A brief resume of each of the team members describing their experience and background
- A summary of the current workload of key team members and list of their notable projects

- A list of all sub-consultants proposed to be utilized on the project and a description of their roles
- A tentative schedule for accomplishment of the project
- Identification of potential conflicts of interest such as:
  - Contract work for any of the parties to Comprehensive Agreement No. 1 (CA#1)
  - Involvement in any aspect of the Gila River Adjudication
  - Ongoing or anticipated work concerning the Verde River, UVS, or the Big Chino Sub-basin
- Description of procedures or methods that will be used to protect this project and the CA #1 Parties from any potential conflicts of interest identified above.

Five (5) additional pages of appendices are allowed, and may include graphs, charts, photos, or additional resumes. The letter of transmittal shall not exceed two pages, and will not be counted in the ten (10) page limitation for the Statement of Qualifications.

## **C.2. EVALUATION**

Statements of Qualifications will be evaluated by the Project Review Committee appointed by the CA#1 Steering Committee according to the following criteria, with weighting as indicated:

- 1) Specific experience of the firm with comparable groundwater flow models in groundwater basins/sub-basins within the State of Arizona or other states - 20%
- 2) Knowledge and experience with local / regional conditions (or similar) including subsurface and geophysical conditions - 25%
- 3) Experience and performance of the proposed project team and availability, within current and anticipated workload, for this project - 15%
- 4) Proposed project approach, to include a detailed discussion and identification of areas that will require special attention - 35%
- 5) Overall quality of the Statement evidencing interest in the project - 5%

## **D. SHORTLIST AND INTERVIEWS**

Following evaluation of the Statements of Qualifications, a shortlist of up to five responding firms will be determined based upon the composite of Project Review Committee member scores. A presentation-interview session with each of the shortlisted firms will comprise the second half of the evaluation/selection process, if deemed necessary by the Committee. In the presentation-interviews, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. The Committee will have the opportunity to pose questions regarding the submittal of each firm

and their presentation at that time. Criteria and weighting for evaluation of the shortlist presentation-interviews are as follows:

- 1) Observation of existing conditions and grasp of key project information - 30%
- 2) Identification of issues or problems (solutions) that will need to be considered - 30%
- 3) Approach to project reports, information gathering and analysis, report formatting, including innovative ideas - 40%

The Committee reserves the right to proceed to Final Ranking based on the Statements of Qualifications submitted without conducting interviews.

#### **E. FINAL RANKING AND CONTRACT NEGOTIATION**

Review Committee members will individually evaluate the initial submittals and presentation-interviews of each of the candidate firm(s), and rank them according to the aforementioned criteria. A final ranking of the firms will be accomplished by Committee consensus, after which each of the candidate firms will be notified of the final rankings. The top-ranked firm will be invited to commence contract negotiations. If negotiations are unsuccessful with the top-ranked firm, the City will terminate negotiation efforts and open negotiations with the 2<sup>nd</sup> ranked firm. This process will continue until negotiation of a contract is successful. The final list will remain in effect for a period of twelve months from the date of issuance by the City. The City reserves the right to reject all submittals and re-advertise the project should agreement not be reached on a contract.

Approval of the Prescott City Council will be required for award of a contract for performance of the services described herein.

#### **F. ADDITIONAL INFORMATION**

Ben Burns, City of Prescott Capital Improvements Manager  
Phone Number: 928-777-1602  
Email: [ben.burns@prescott-az.gov](mailto:ben.burns@prescott-az.gov)



Public Works Department

433 N. Virginia Street  
Prescott AZ 86301  
928-777-1130

**Project Scoping Report**  
**7/14/2016**

**Project Description**

Project Name: Big Chino Sub-basin Groundwater Flow Model (BCSM)  
City Project Number: CIP15-045  
Project Type: Water  
City Project Account Number: 7122230  
Funding Sources: City of Prescott, Town of Prescott Valley, Salt River Valley Water Users' Association and Salt River Project Agricultural Improvement District (SRP)  
Project Location Map: Attachment A  
Duration: 3 years

**Project Team**

Project Review Committee: City of Prescott  
Project Manager – Ben Burns  
Water Resource Manager – Leslie Graser  
Specialized Technical Consultant – Southwest Ground-water Consultants – A Division of Matrix New World (SGC)

Town of Prescott Valley  
Water Resource Manager – John Munderloh  
Specialized Technical Consultant – Southwest Ground-water Consultants – A Division of Matrix New World (SGC)

Salt River Project  
Water Rights Manager – Greg Kornrumpf  
Specialized Technical Consultant – Leonard Rice Engineers, Inc. (LRE)

## **Goal**

The project goal is timely accomplishment of the assembly and evaluation of significant historical geologic, hydrologic and engineering work that has taken place over the past several decades, along with ongoing data collection in order to create a rational scientific basis for the development of a groundwater flow model to assist in sound water supply management. The groundwater flow model must be capable of predicting past, present and future pumping impacts, if any, on groundwater resources in the Big Chino Sub-basin and on the Upper Verde River Springs (UVS). Further, it must have the capability to inform a mitigation plan, if necessary.

## **Description of Work**

This contract is to assimilate data sets, determine and outline proposed conceptual models, and construct a Big Chino sub-basin groundwater flow model. The Contractor shall perform the work in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession. The Contractor may suggest further model development considerations to the Parties to attain a better model. The Contractor should be fully aware that this contract is solely for model development, with the understanding that the model is intended to be used for mitigation planning, if necessary, and overall water management within the Big Chino Sub-basin. Such future uses are not and will not be part of this contract, rather to be addressed by future agreements as outlined in CA#1 (described below).

An extensive area of Northern Arizona, which included the Big Chino Sub-basin was modeled previously and documented in USGS Scientific Investigation Report 2010-5180. As this USGS project was nearing completion, alternative conceptual systems (ACS) were identified. These ACS's will require review and contractor opinion as to their viability along with recommendation to delete any that are not viable. These ACS will be provided during the mandatory pre-RSOQ meeting.

## **Project Description**

### **Comprehensive Agreement No. 1 Parties**

The City of Prescott (City), Town of Prescott Valley (Town), and Salt River Valley Water Users' Association, and Salt River Project Agricultural Improvement and Power District (SRP), collectively known as "the Parties" to Comprehensive Agreement No. 1 (CA#1), are soliciting Statements of Qualifications for the development of a groundwater flow model in accordance with CA#1. The primary purposes of CA#1 are to 1) implement an enhanced groundwater and

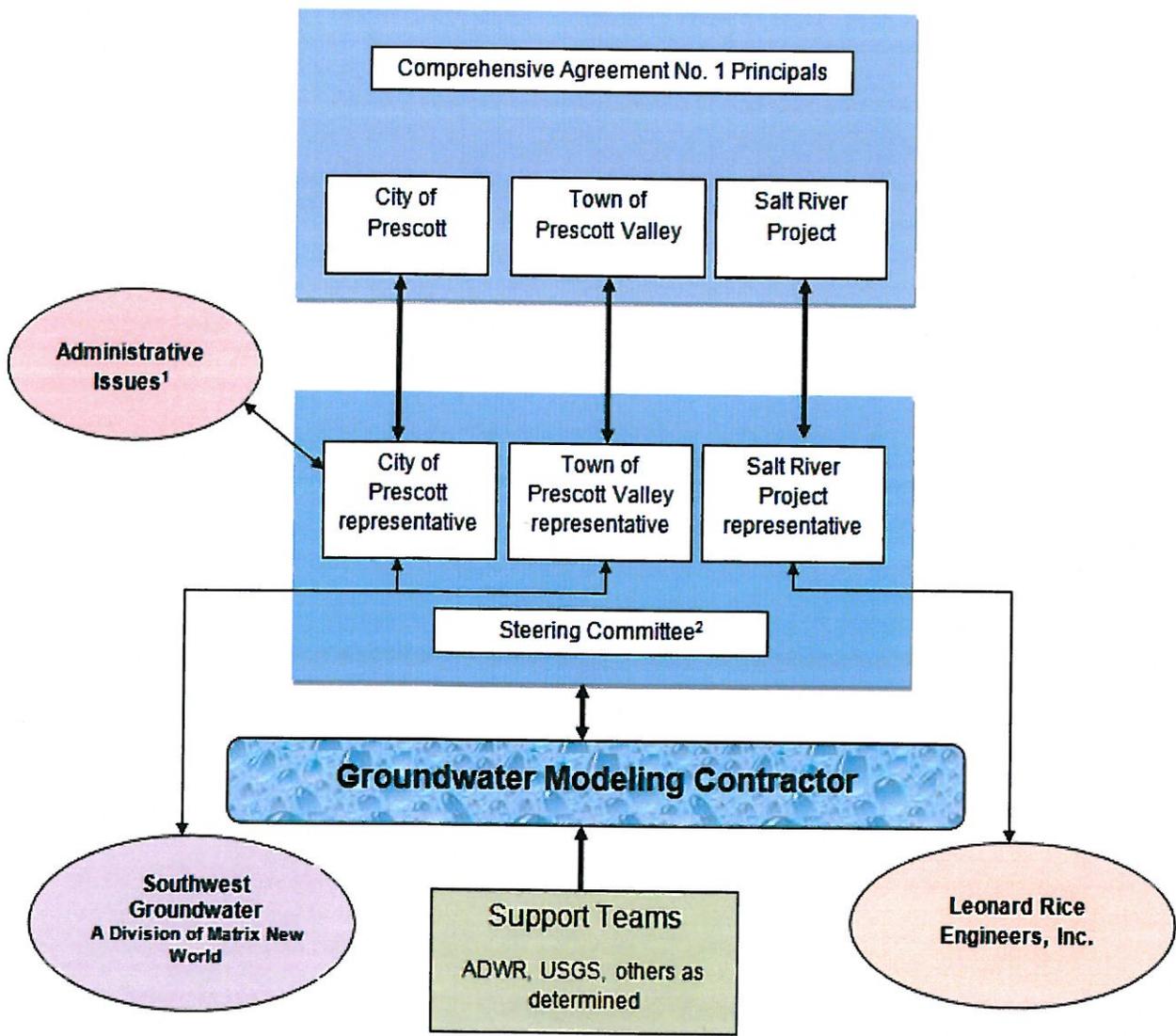
surface water monitoring system to generate data for 2) a Big Chino Sub-basin specific groundwater model.

## **Introduction/Background**

In the arid Southwest, communities have engaged in water supply planning since statehood (1912), and in many cases earlier. The City of Prescott is no exception; it is a community dating back to territorial days (1864). The Town of Prescott Valley, a more recent community established in 1978, must meet the same state requirements as the City since both reside in the state-defined Prescott AMA. Water in the Southwest, notably in Arizona, can involve not just individual cities and towns, but regions (or in this case both basins and watersheds). In 1983, the City acquired a Colorado River water supply allocation, but in 1994, was sold with the understandings of compensatory groundwater supplies in the Big Chino Sub-basin (A.R.S. §45-555 (E)). In 1999, the Prescott AMA was declared to be out of safe-yield, and the City, in accordance with A.A.C. Title 12-15-7, completed the requirements to become a Designated Water Provider as documented in a Decision and Order (D&O) of Assured Water Supply No. 86-401501. Since that time, the D&O has remained in force, subject to ongoing careful management of water supplies. In 2004, the City and Town entered into an IGA to acquire lands in the Big Chino Sub-basin for the purpose of transporting water supplies into the AMA. Application was made for this supply (the result of relinquishing CAP supplies) to be included in the City's D&O; however, it was contested by SRP and other downstream users. Ultimately, a court decision was rendered in favor of the City, and the D&O was issued. The City meanwhile began engineering and right-of-way work for various facilities to pump, store and transport Big Chino water into the Prescott AMA. In 2009, the three parties began negotiations to settle differences. The result was the Agreement in Principle (AIP) dated February 2010. The AIP set forth principles guiding the parties and forming the basis for more detailed future agreements addressing specific items including groundwater modeling, groundwater and surface water monitoring, and mitigation, if necessary associated with future pumping from the City's Big Chino Water Ranch and importation of water into the Prescott AMA. The AIP was followed by Comprehensive Agreement No. 1 (CA#1) dated October 2012, an agreement addressing monitoring and modeling in the Big Chino Sub-Basin, with the addition of mutual recognition of certain water rights arising from the Prescott AMA. This scope of work is intended to fulfill the requirements as outlined in CA#1 for the development of a groundwater flow model to improve the understandings of the groundwater system and use as a tool to evaluate mitigation alternatives, if necessary. A successful applicant will be able to contrast their experience and success working in geologically complex environments similar to the Big Chino Sub-basin.

## Approach

This modeling effort is based upon the aforementioned agreements among the City, Town and SRP, and is funded by all three parties. Each entity has its own Council or Board that guides policy and makes final decision on contracts and expenditures. Each entity in accordance with the CA#1 has designated one person to represent its organization and work cooperatively with ADWR and USGS to oversee development and implementation of the Big Chino Sub-basin Groundwater Flow Model (BCSM). The City is the fiduciary agent. The project organization is shown below.



<sup>1</sup>Issues related to contracts, payments, and other administration.

<sup>2</sup>Includes Big Chino Monitoring Committee and Big Chino Modeling Committee.

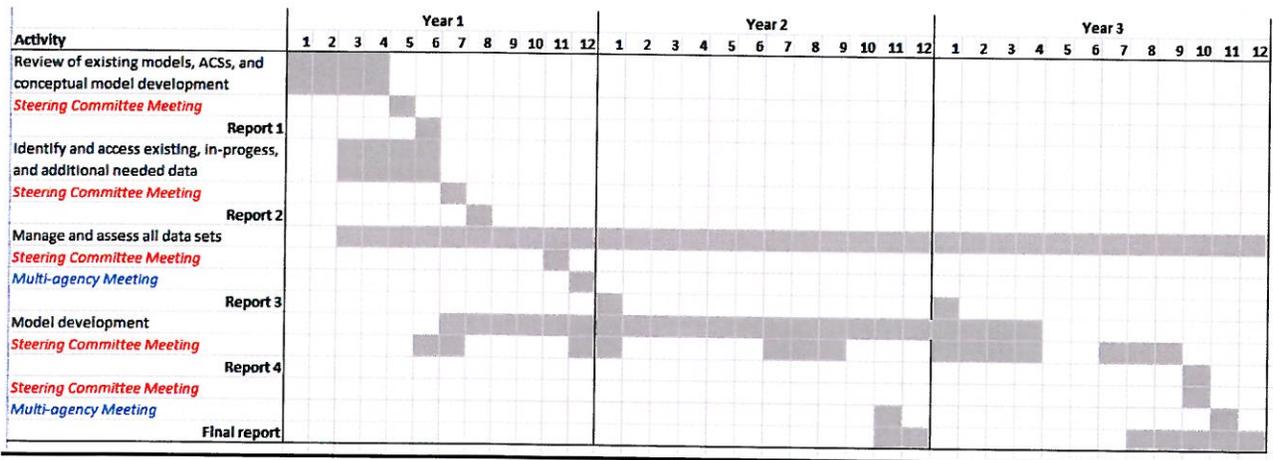
Clear communication pathways must be established and maintained throughout this project. Items related to the contract, payments, and other administrative matters will be directed to the City. All technical issues will be addressed to the Big Chino Monitoring and Modeling Committees (Steering Committee) as a whole. No technical discussions with individual Steering Committee members or Support Teams shall be undertaken unless cleared by the full Steering Committee. Communications from specialized technical consultants (LRE and SGC) should come through the pertinent Steering Committee member, unless otherwise designated by the full Steering Committee. The Steering Committee will meet regularly throughout the contract to address topics raised by the Groundwater Model Contractor. The Contractor should not contact members of the Steering Committee or Support Teams individually except for requests for specific data. This communication plan will assure full awareness by all members of the Steering Committee of all technical issues.

**Associated Project Studies**

The City of Prescott maintains a webpage related to the Big Chino Water Ranch and the AIP and CA#1 activities. <http://www.prescott-az.gov/services/water/chino.php>

**General Schedule**

A three-year period for the completion of a groundwater flow model has been identified by the CA#1 Steering Committee. Adherence to the schedule is necessary and will require efficiency at all levels and close collaboration. Respondents to this RSOQ must be willing to adjust workloads and tasks as needed to achieve the schedule below.



## Deliverables

1. **Project Kick-Off Meeting** The Contractor will be required to attend a kick-off meeting with the CA#1 Steering Committee at a time and on a date convenient to both parties. At that meeting, the Contractor will be required to provide a detailed model schedule, a list of the team members who will be involved in the project, along with their phone numbers and e-mail addresses, an organization chart showing the relationship of all of the team members, and any submittals contractually required.
2. **Model Schedule** The Contractor shall submit a detailed schedule depicting all major tasks and primary submittal dates for approval by the CA#1 Steering Committee. Thereafter, the Contractor shall submit monthly project schedule updates in the same format and shall highlight and provide justification for any changes to the approved schedule. The Contractor shall include up to five (5) weeks of review time by the CA#1 Steering Committee (review and response actions per submittal) in the schedule.
3. **Steering Committee Meetings** The Contractor shall attend CA#1 Steering Committee meetings to discuss progress and technical issues as needed. The CA#1 meets monthly; however, it is anticipated that meetings including the Contractor will occur every other month during model development.
4. **Multi-Agency Meetings** The Contractor will be required to attend multi-agency meetings. These will be arranged to correspond with the general schedule and several meetings will occur during model development.
5. **In-progress Data Collection** The Contractor will need to assess and report on existing, in-progress and forthcoming data collection (see General Schedule). In-progress data collection includes ephemeral stream flow, precipitation, groundwater monitoring, geophysical and geochemistry. The Contractor may recommend collection of additional data sets necessary to assess the ASC's.
6. **Monthly Progress Reports** In addition to those meetings indicated above, the Contractor shall prepare and submit to the CA#1 Steering Committee a project status briefing that outlines and discusses pertinent issues.
7. **Benchmarks** The Contractor will be responsible for providing a work plan that sets target dates for the project.
8. **Provision of Post-Model Construction Consultation Services** The Contractor will provide technical assistance as needed to the CA#1 Steering Committee's specialized technical representatives as needed post-model development. The Contractor may be retained to provide ongoing support on the model subject to additional comprehensive agreements that may be in place as the model contract approaches conclusion.
9. **Meeting Minutes** The Contractor shall be responsible for recording and preparing accurate minutes from all meetings involved with the project. A hard copy and disk of the minutes shall be submitted to the City's Water Resource Manager (Leslie Graser). The disk must be in Microsoft Word format.

**RSOQ Milestones**

<u>Milestone</u>	<u>Tentative Date</u>
Advertise Requests for Statements of Qualifications	July 24, 2016 and July 31, 2016
Pre-RSOQ Conference	August 10, 2016
Additional Information Requests Due	August 22, 2016
Responses to Questions	August 25, 2016
Addenda to RSOQ (if needed)	September 8, 2016
Statements of Qualifications Due	September 22, 2016
Short-List for Interviews	October 7, 2016
Award contract	February 2017

**Approvals**

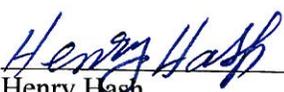
Public Works  
Program Manager

  
\_\_\_\_\_  
Steve Orosz Date 7/15/16

Water Resource Manager

  
\_\_\_\_\_  
Leslie Graser (City CA1 representative) Date 7/15/16

Public Works Dir.

  
\_\_\_\_\_  
Henry Hash Date 7/18/16

City Manager

  
\_\_\_\_\_  
Craig McConnell Date 7-15-16

# ATTACHMENT A

