LAKE ELSINORE & CANYON LAKE NUTRIENT TMDL
TECHNICAL ADVISORY COMMITTEE

REQUEST FOR PROPOSAL

For

CONSULTING SERVICES
For
LAKE ELSINORE & CANYON LAKE NUTRIENT TMDL
PHASE 2 COMPLIANCE MONITORING PROGRAM

February 2014
LAKE ELSINORE & SAN JACINTO WATERSHEDS AUTHORITY

REQUEST FOR PROPOSAL (RFP)
For
CONSULTING SERVICES
For
Lake Elsinore & Canyon Lake Nutrient TMDL
Phase 2 Compliance Monitoring Program

INTRODUCTION
Lake Elsinore and San Jacinto Watersheds Authority (LESJWA) is a Joint Powers Authority (JPA) and is governed by five member agencies: Elsinore Valley Municipal Water District, the City of Lake Elsinore, the City of Canyon Lake; the County of Riverside, and the Santa Ana Watershed Project Authority, which serves as the Authority Administrator.

LESJWA has established the following goals and objectives for its organization:

- To support planning, design and implementation of projects to improve water quality at both Lake Elsinore, Canyon Lake and the San Jacinto River Watershed
- To work with stakeholders to secure reliable funding to operate and maintain water quality improvement projects at both Lake Elsinore, Canyon Lake and the San Jacinto River Watershed
- To serve as administrator of the Lake Elsinore and Canyon Lake TMDL Task Force
- To seek ongoing reliable revenue to operate LESJWA JPA in fulfillment of its mission

LESJWA is requesting proposals from qualified consultants to develop a comprehensive Phase 2 compliance monitoring program to address requirements of the Lake Elsinore and Canyon Lake nutrient TMDLs. The proposal should provide a detailed scope of work, a description of equipment, project schedule, and compensation budget. Details and background material is shown below:

BACKGROUND
The San Jacinto Watershed (Figure 1) is approximately 735 square miles. There are two main watercourses in the Watershed: the San Jacinto River and Salt Creek. Over 90 percent of the San Jacinto Watershed drains to Canyon Lake from the San Jacinto River, about 3 miles upstream from Lake Elsinore. The San Jacinto River drains the western slopes of the San Jacinto Mountains and flows through the communities of San Jacinto and Perris before entering Canyon Lake. Salt Creek is tributary to the San Jacinto River and flows into Canyon Lake from the East. Discharges from Canyon Lake Dam flow southwest in the San Jacinto River to Lake Elsinore, a natural sink. Lake Elsinore’s direct watershed comprises approximately 47 square miles making the total drainage basin 782 square miles.

In 1998, Regional Board added Canyon Lake and Lake Elsinore to the 303(d) list of impaired water bodies due to eutrophic conditions. Elevated nutrient concentrations in the water
column have caused significant algal blooms and low dissolved oxygen levels resulting in recurring fish kills and other noxious conditions in the lakes.

**Figure 1. Lake Elsinore & Canyon Lake TMDL Project Area**

In 2004, the Regional Board adopted Total Maximum Daily Loads (TMDL) to control nitrogen and phosphorus concentrations in Lake Elsinore and Canyon Lake ([Regional Basin Plan Amendment](https://example.com)). The TMDLs were subsequently approved by the State Water Resources Control Board and by the U.S. Environmental Protection Agency.

In 2006 at the request of stakeholders, the LESJWA and the SAWPA Board authorized LESJWA/SAWPA staff to be the administrator of the Lake Elsinore and Canyon Lake TMDL Task Force (LE&CL TMDL Task Force). The Task Force is coalition of agencies and organizations that work together under agreement and are listed as responsible parties in complying nutrient TMDLs.

In March 2006, the Regional Board approved a comprehensive nutrient monitoring plan to address the requirements of the TMDLs, The Lake Elsinore and Canyon Lake Nutrient TMDL (LE&CL TMDL) Monitoring Plan ([2006 Monitoring Plan](https://example.com)). This plan has been implemented by the Task Force since July 2006 and includes specific Lake Elsinore ([2010](https://example.com)), Canyon Lake ([2010](https://example.com)) and watershed-wide ([2008](https://example.com)) monitoring plans.
In 2013, the Regional Board approved a Comprehensive Nutrient Reduction Plan (CNRP) for MS4 stakeholders participating in the LE&CL TMDL Task Force requiring a revised comprehensive watershed and in-lake monitoring program to be submitted by December 31, 2014 for implementation in FY 2015-16.

**OBJECTIVE**

The overall objective of this request is hire a consultant to design and develop a comprehensive Phase 2 compliance monitoring program to address requirements of the LE&CL TMDLs.

The framework for this program shall be based upon recommended water quality monitoring and special studies designed to address questions relating to monitoring and tracking TMDL compliance, as proposed by Tim Moore, Risk Sciences at the January 14th, 2014 LE&CL TMDL Task Force meeting (Attachment A).

The work tasks detailed in the Scope of Work may be awarded through a single contract or by individual Task at the discretion of the LE&CL TMDL Technical Advisory Committee (LE&CL TAC).

**SCOPE OF WORK**

The scope of this project will include the following work activities.

**Task 1 – Design LE&CL TMDL Comprehensive Phase 2 Compliance Monitoring Program Framework**

Consultant will work with the LE&CL TAC and Regional Board staff to outline a framework and schedule for a comprehensive compliance monitoring program to address requirements of the Lake Elsinore & Canyon Lake Nutrient TMDLs. Framework will detail in-lake and watershed-wide monitoring, as well as special studies to track TMDL compliance.

Anticipated to start April 1, 2014 and be completed June 30, 2014.

**Task Deliverable:**

1. Phase 2 Compliance Monitoring Program Framework

**Task 2 – Prepare Draft and Final LE&CL TMDL Comprehensive Phase 2 Compliance Monitoring Program Plan**

Consultant will prepare a comprehensive compliance monitoring program plan, based upon the framework developed under Task 1 for review by LE&CL TAC and Regional Board staff. Plan will include a detailed description and schedule of in-lake and watershed-wide monitoring, as well as special studies to track TMDL compliance.

Consultant shall prepare a draft and final report and submit the draft and final report in electronic format. Sufficient time shall be provided in the project schedule to allow review of the draft plan by the LE&CL TAC.

Anticipated to start July 1, 2014 and be completed September 30, 2014.
Task Deliverable:

2.1 Draft Phase 2 Compliance Monitoring Program Plan
2.2 Final Phase 2 Compliance Monitoring Program Plan

Task 3 – Prepare Draft and Final Monitoring Plans and QAPPs

Consultant will prepare monitoring plans and Quality Assurance Program Plan (QAPP) for review by LE&CL TAC and Regional Board staff as appropriate to address requirements of the LE&CL TMDL Comprehensive Phase 2 Compliance Monitoring Program plan developed under Task 2. Monitoring plans and QAPPs will address Surface Water Ambient Monitoring Program (SWAMP) guidelines as prescribed by the SWRCB.

Consultant shall prepare a draft and final report and submit the draft and final report in electronic format Sufficient time shall be provided in the project schedule to allow review of the draft report by the LECL-TAC.

Anticipated to start October 1, 2014 and be completed December 31, 2014.

Task Deliverable:

3.1 Draft monitoring plans and QAPPs
3.2 Approved monitoring plans and QAPPs

PROJECT PROPOSAL

The proposal submitted to LESJWA shall include the following as a minimum.

1. **Experience & Qualifications** - The Proposer shall provide descriptions of five similar projects that have been successfully completed.

2. **Scope of Work** – The Proposer shall provide a detailed description of the tasks it proposes to undertake to complete the Project.

3. **Project Schedule** – The Proposer shall provide a schedule for completing the Project. The schedule shall show each scope of work task and its activity duration.

4. **Compensation Budget** – The Proposer shall provide a budget detailing scope of work tasks and material costs.

PROPOSAL REQUIREMENTS

Responses to this RFP must be made according to the requirements set forth in this section for content and sequence. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal. Responses to this RFP shall be prepared as concise as possible. The proposal should be not more than **15 pages** long, not including resumes that may be included in an appendix. Submittal of boilerplate marketing materials is discouraged.
Submit one electronic copy of the proposal and related information to Mark R. Norton, Authority Administrator to Lake Elsinore & San Jacinto Watersheds Authority, 11615 Sterling Avenue, Riverside, California 92503 at mnorton@sawpa.org.

All proposals must be received by **5:00 P.M. on Friday, March 7, 2014**. Thereafter, a review panel, composed of LESJWA staff and the LE/CL TMDL Task Force, will be conducted thereafter with final award approval by the LESJWA Board.

All proposals must include the following information:

1. **Cover letter**, including name, telephone number, and address of the firm.
2. **Table of contents**.
3. **Description of the proposer’s experience**. A list of similar design services and project descriptions undertaken by the proposer (preferably with proposed project personnel), with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.
4. **Complete list of personnel**, including subcontractors that will be dedicated to this project.
5. **Assigned personnel resumes and roles including background, experience, and job title/classification**.
6. **Proposed scope of work including the proposer understands and approach to the project**.
7. **Detailed project schedule**.
8. **Fee proposal shall include breakdown of labor hours by employee billing classification, expense reimbursement schedule that includes cost of non-labor and sub-consultant services. Fee proposal shall be broken down by major tasks. All columns and rows shall have totals**.
9. **Hourly billing rates for personnel to be assigned to the project**.
10. **Miscellaneous Other Information. Respondents shall thoroughly review the contents of this Proposal and shall submit all supplemental information, required in this section of miscellaneous information. In addition, the Proposer should also review the following: **Draft LESJWA Contract Agreement**. The respondent must identify any exceptions to that draft agreement as an element of the Proposal submitted for review and consideration.**

**REFERENCE DOCUMENTS**

The following reference documents are available for viewing/download from the Lake Elsinore and San Jacinto Watersheds Authority website at: [http://www.mywatersheds.com/](http://www.mywatersheds.com/)

- Lake Elsinore & Canyon Lake Nutrient TMDL (RESOLUTION NO. R8-2007-0083)
- Lake Elsinore and Canyon Lake Nutrient TMDL Monitoring Plan, February 2006
• Lake Elsinore Phase 2 Water Quality Monitoring Plan, December 2010
• Canyon Lake Phase 2 Water Quality Monitoring Plan, December 2010
• Draft LESJWA Contract Agreement

Please contact Rick Whetsel, email: rwhetsel@sawpa.org or phone: (951) 354-4222 with any questions regarding this Request for Proposals.

EVALUATION CRITERIA

Evaluation of qualifications will be conducted on the following:
• Experience and qualifications of the assigned individuals in performing similar projects
• Project Approach
• Appropriateness of proposed fee structure
• Project schedule
• Anticipated value and quality of services received

LESJWA reserves the sole right to evaluate and select the successful proposal. The selection process is anticipated to include an evaluation of the proposal and an interview.

GENERAL REQUIREMENTS

1. All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. LESJWA reserves the right to negotiate with any qualified source. LESJWA reserves the right to reject any or all proposals for any reason or for no reason at all.

2. LESJWA reserves the right to request further information from the proposer either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.

3. LESJWA reserves the sole right to judge the proposers’ representations, either written or oral.

4. Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP.

5. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be LESJWA’s responsibility and its decision shall be final.

6. LESJWA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that has received an RFP. Should such addenda require additional
information not previously requested, a proposer’s failure to address the requirements of such addenda might result in the proposal not being considered.

7. All proposals submitted in response to this RFP will become the exclusive property of LESJWA. At such time as LESJWA’s recommendation to the LESJWA Board relative to proposal selection appears on the Board Agenda, all such proposals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each proposal which are defined by the proposer as business or trade secrets, and so marked, as “confidential” or “proprietary.” LESJWA shall not in any way be liable or responsible for the disclosure of any such proposals or any part thereof if disclosure of any such proposals or any part thereof if disclosure is required under the Public Records Act.

8. LESJWA shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.