



Solicitation Information

June 6, 2011

RFP# 7448750

Title: Consultant Services: Methodology & Contributing Factors Influencing Water Availability

Submission Deadline: 5 July 2011 @ 2:00 PM (Eastern Time)

A **Mandatory Pre-Submittal Meeting** will be held at 2:30 PM on **13 June 2011** at the Rhode Island Department of Administration, Division of Purchases (2nd floor - Bid Room), One Capitol Hill, Providence, RI.

No submittals may be made and/or accepted unless an authorized representative of the Offeror has registered at and attended the pre-submittal meeting.

Prior to the Mandatory Pre-Submittal Meeting, questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **13 June 11 @ 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP # on all correspondence.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Water Resources Board (WRB), requests qualification statements and proposals from consultants or teams of consultants (the Offeror) to provide support services for the evaluation of methodologies and contributing factors that influence water availability in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available on the Internet at www.purchasing.ri.gov.)

This solicitation, and any subsequent award(s), is governed by the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content should be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or those not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. *This is a requirement only of the selected applicant(s).*
- Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.

- Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- It is intended that an award pursuant to this Request will be made to a prime Contractor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal and the proposed subcontractor(s) are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises (MBE) in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the MBE website <http://www.mbe.ri.gov>.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent: in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at (401) 222-3090.

NOTICE:

THERE MAY BE ADDITIONAL ADDENDA TO THIS RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL *NOT* BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **APPLICANT'S RESPONSIBILITY TO CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO AN RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE 3025A1 INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON *ALL* OF THESE LISTINGS TO GET THE **COMPLETE** PACKAGE.

SECTION 2 – BACKGROUND AND PURPOSE

The Water Resources Board (WRB) is charged pursuant to RI General Laws §46-15.7 with the management of withdrawal and use of the waters of the state and approval of public water supply facilities pursuant to RI General Laws 46-15 § 46-15-2 . In addition, the Board is responsible for the fair and equitable allocation to all users and uses, including an obligation to identify areas that exceed or threaten to exceed the safe yield of the source. In order to fulfill these requirements, the Board, over time has conducted numerous scientific studies and, in partnership with other state agencies, is committed to an approach that establishes a sound scientific framework for the development of policy related to water withdrawal, water use and water allocation. One area (Task 1) that needs to be more clearly defined as the basis of calculating water availability is the quantity of water that is required to support the state’s environmental assets. There is emerging science that seeks to quantify the impacts of a number of variables on flow and fish assemblages including recent US Geological Survey studies in Massachusetts and studies in the Piedmont region of Georgia. Several New England states are working to incorporate scientific studies into policy and regulation. WRB is interested in evaluating the methodologies and contributing factors that influence water availability to build on previous work commissioned by WRB, and to inform current business planning and policy efforts.

The other area that needs more clarity is the available sources of water for the State. The WRB commissioned two (2) supplemental water studies (referred to as the Phase 1 and Phase 2 Supplemental Water Studies) that identified several alternate sources of water to meet our current and future demands. These reports were completed in 2008, and the executive summaries are available on our website (www.wrb.ri.gov). The WRB is interested in assessing the selected alternate water sources for the State that were identified in these reports and updating their cost estimates through a cursory review process.

SECTION 3 - SCOPE OF WORK, DELIVERABLES, PROGRESS REPORTING, AND PROJECT SCHEDULE

SCOPE OF WORK AND DELIVERABLES

Task 1 – Streamflow Depletion Methodology (SDM) Review

SECTION A: Objective and comprehensive review of current scientific studies¹ to determine the ecological impacts of water withdrawals and other contributing factors to include the following:

- 1) A full assessment of the range, completeness, margins of error, and potential variability of biological data and an assessment of applicability to Rhode Island.

¹ To include but not limited to Freeman, M.C., and Marcinek, P.A., 2006, Fish assemblage responses to water withdrawals and water supply reservoirs in Piedmont streams: Environmental Management, v. 38, no. 3, p. 435–450; Armstrong, D.S., Parker, G.W., and Richards, T.A., 2004, Evaluation of streamflow requirements for habitat protection by comparison to streamflow characteristics at index streamflow-gaging stations in southern New England: U.S. Geological Survey Water-Resources Investigations Report 03–4332, 101 p.; Armstrong, D.S., Richards, T. A. and Brandt, Sara L., 2010 Preliminary Assessment of Factors Influencing Riverine Fish Communities in Massachusetts, Open-File Report 2010–1139

- 2) A complete statistical review and descriptive narrative of the statistical reliability of methods and data presented.
- 3) An assessment of the relative importance of explanatory variables including but not limited to climate, temperature, impervious cover, stream morphology, aquifer characteristics.
- 4) A full review and presentation of assumptions, conclusions and recommendations regarding the use of standards for watershed and resource management.
- 5) A review of methods for establishing sustainable yields of groundwater aquifers and an assessment of those that should be applicable/adaptable to Rhode Island.

Deliverable 1: An executive summary of pertinent studies, data and methodologies with a focus on recent efforts and statistical reliability. The report should provide a detailed review of assumptions and uncertainties and should provide recommendations for application in the State of Rhode Island. The report should also include a full annotated bibliography of materials reviewed and/or cited. The executive summary should include specific suggestions for advancing the concept of an ecological basis to assess the safe yield of water withdrawals (ground water and surface water).

SECTION B: Scientific review of the Draft Stream Depletion Methodology and any recommended alternative(s) (depending on the findings of Section A) to include:

- 1) A full assessment of the range, completeness, margins of error, and potential variability of biological data and an assessment of applicability to Rhode Island.
- 2) An assessment of the relative importance of dependent and independent variables used in developing the SDM, including but not limited to climate, temperature, impervious cover, stream morphology, and aquifer characteristics.
- 3) A complete statistical review and descriptive narrative of the statistical reliability of methods and data presented including but not limited to an assessment of the methodology for determining natural 7Q10, stream depletion.
- 4) An assessment of the availability of data regarding the relative abundance of targeted fish species.
- 5) An assessment of the RI habitats that would be expected to support targeted species.
- 6) Recommendations for any changes or alternatives to SDM that would be applicable on a watershed basis.

Deliverable 2: A technical memorandum that addresses the statistical significance, applicability and defensibility of the draft Stream Depletion Methodology (SDM) to include recommendations for changes to the methodology and/or alternative approaches to water resource management.

SECTION C: Review the impacts of applying the stream depletion methodology and any proposed alternative(s) to include an assessment of each of the following scenarios:

- 1) The application of the SDM and alternative(s) to the water supply areas of the state by source.
- 2) Where groundwater could be developed and in what quantities to support projected water demands.

- 3) The application of the SDM and alternative(s) to known well sites currently under consideration at the WRB and a comparison to engineering estimates (exact locations and available data/models to be provided at the pre-submittal meeting).
- 4) The impact of applying SDM and alternative(s) in areas proposing growth centers pursuant to *Land Use 2025: Rhode Island State Land Use Policies and Plan, RI Department of Administration Division of Planning, 2006*
- 5) Impact of SDM and alternative(s) on economic development sites identified by RIEDC.
- 6) The application of the SDM and alternative(s) to the watersheds (HUC 10 and HUC 12) of the state.
- 7) How the SDM and alternative(s) “allowable depletion” relates to groundwater recharge, baseflow, and streamflow in RI.

Deliverable 3: A Final report that includes data tables, graphs and maps for each scenario identified above. All original data, spreadsheets and map products are the property of WRB and are required to be delivered in electronic format (CD-ROM) with the final report.

Task 2 – Construction Cost Estimates for Alternate Water Sources

SECTION A: Objective and comprehensive review of the WRB’s Phase 1 and Phase 2 Supplemental Water Studies and the Emergency Interconnection Study that result in updated cost estimates for the design, permitting, construction, and O&M of the various sources of water. The cost estimate updates shall include:

- 1) Groundwater Sources: The Supplemental Water Studies identified several alternate and decommissioned groundwater sites throughout the State. The consultant shall perform a cursory review of these sites and update the estimates for the design, permitting, construction and O&M of these facilities to meet the stated yields in the Supplemental reports.
- 2) Desalination Sources: The Supplemental Water Studies identified alternate desalination sites on the East Bay, West Bay, and Aquidneck Island. The consultant shall perform a cursory review of these sites and update the estimates for the design, permitting, construction and O&M of these facilities to meet the stated yields in the Supplemental reports. Additionally, consultant shall propose a desalination plant in Washington County that addresses potential water shortages during both current summer demands and build-out demand scenarios.
- 3) Impoundment Source: The WRB manages the Big River Management Area and possesses 80% completion design plans. The consultant shall perform a cursory review of these plans and supporting documents and update the engineer’s estimates for the design, permitting, construction and O&M of the facility to meet the stated yields in the plans. The consultant shall also perform a cursory value engineering of the 80% design plans and suggest cost saving measures to the WRB that may result from new technologies and information that the WRB has gained over the past 20 years since the 80% design plans were completed.
- 4) Additional Interconnections: The WRB prepared an Interconnection Study in 2000, which became the basis for our Emergency Interconnection Program. The State has completed approximately 40 interconnections between water suppliers since this program was started. The WRB seeks to assess new opportunities for full-time interconnections

between adjacent suppliers to be able to transfer water between adjacent suppliers. The WRB will provide the consultant with the list of the emergency interconnections that should be considered at the pre-bid meeting. Consultants should be prepared to propose additional interconnections as warranted. The cost estimates for these interconnections shall be cursory and based solely on hydraulics (and not water chemistry).

Deliverable 4: An executive summary of the scope and nature of the alternate sources of water for the State of Rhode Island, including a financial analysis of the options. This financial analysis should include (but does not have to be limited to) net present value.

PROJECT PROGRESS AND COORDINATION MEETINGS

The vendor will report progress and schedule periodic meetings with WRB as required to maintain communications, review data and analysis, and gain approval of draft documents and materials prior to production to include at a minimum:

- Weekly telephone status report
- Submit monthly progress reports
- A minimum of three progress meetings to present draft deliverables to WRB staff for review and input.
- Conduct three formal public meetings to present final deliverables, recommendations and conclusions.

PROJECT SCHEDULE

The following schedule assumes a project start date of no later than August, 2011.

Task 1

Section A: Due September 30, 2011.

The scope of work in Section A should commence immediately upon award of the contract. This deliverable is due no later than three months from the contract award date and is expected to be conducted concurrently with Section C.

Section B: Due December 30, 2011.

This scope of work will benefit from the completion of the work associated with Section A and is expected to be completed no later than three months from the completion of Section A.

Section C: Due December 30, 2011.

The scope of work in Section C is to be completed in phases. The portion associated with the application of the SDM should commence immediately upon award of the contract. Working data (graphs, spreadsheets) should be made available by September 30, but the final materials will be incorporated into the deliverable (final report) by December 30, 2011. Scenarios based upon the SDM alternative(s) depend upon the findings and recommendations of Section A. The deliverable (final report) is due no later than three months from the completion of Section A.

Task 2

Section A: Due approximately August 30, 2011.

This scope of work must be performed by a separate group of professionals that are dedicated to a thorough engineering and financial review of the aforementioned options and should not compete with consultant resources that are working on any item in Task 1. The WRB will accept and approve this portion of work as soon as it is completed.

DATA AVAILABILITY

WRB has compiled data and studies to support the effort. Specifically,

Task 1

Section A: WRB Staff have compiled several studies and articles which will be made available to the consultant. The contractor is expected to identify studies and pertinent scientific materials.

Section B: The Draft Stream Depletion Methodology Report is available and will be provided to all bidders that attend the pre-submission meeting.

Section C: Allowable depletion values, water supply areas and sources, future demand data (including buildout data), future well site information, and growth center locations are available from WRB. Baseflow data has also been compiled and is available at WRB.

Task 2

Section A: WRB Supplemental Water Studies Phase 1 and 2, Big River Reservoir 80% design plans and supporting documentation, and the WRB Interconnection Study.

SECTION 4 – PROPOSAL QUESTIONS & SUBMISSION

The opportunity to submit questions prior to the MANDATORY pre-bid meeting, and particulars of the pre-bid meeting itself, is on page one of this solicitation.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, will not be considered.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked “**RFP # 7448750: Consultant Services - Methodologies and Contributing Factors That Influence Water Availability.**”

RI Department of Administration
Division of Purchases
One Capital Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

PROPOSAL CONTENTS

Proposals shall include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant, and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. A *separate* signed and sealed Cost Proposal, in two-parts, reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

TECHNICAL PROPOSAL

The Technical Proposal shall contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability, including prior experience with similar projects.

- Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, their duties, responsibilities, and concentrations of effort, resumes/curricula vitae, and statements of prior experience and qualifications. Include a description of the business background and financial position of your organization, demonstrating stability and effective management and administrative performance.

- Work Plan/Approach

This section shall describe the offeror's understanding of the State's requirements, including the results intended and desired, the approach and or methodology to be employed, and a work plan for accomplishing the results proposed.

- Previous Experience

This section shall include a comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of each item.

COST PROPOSAL

This component consists of two parts: Part 1 is a financial budget summary (see attached Cost Proposal Form) that lists allowable expenses over a 6-month period. Part 2 is a Budget Narrative that consists of a description of each budget line item entry with a by-task breakdown of costs. The budget narrative must also include the personnel hourly wage and percentage of time each staff member will devote to the project.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs.

SECTION 5 - EVALUATION AND SELECTION

A Technical Review Committee, consisting of staff from WRB will evaluate and score all proposals, using the following criteria:

Criteria	Max Point Value
a. Vendor Qualifications	25 points
b. Comprehensive Listing of Similar Projects	30 points
c. Quality of Work plan	<u>25 points</u>
Total Possible Technical Points	80 points
d. Cost	<u>20 points</u>
Total Possible Points	100 points
Total Reviewer Points	

Overall Average Score

Proposals must score a minimum of 60 out of 80 points during the technical review to warrant further evaluation for cost considerations. Proposals meeting that requirement will be evaluated for cost and assigned a maximum of 20 points in that category, bringing the potential maximum score to 100 points. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. The Water Resources Board reserves the right not to fund any proposal(s).

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

COST PROPOSAL SUMMARY

OFFEROR _____

COMPONENT / YEAR _____

STAFF AND CONSULTANTS

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$
				\$

TOTAL STAFF: \$ _____

OPERATING EXPENSES

_____ \$ _____
_____ \$ _____

OTHER REIMBURSIBLE COSTS

_____ \$ _____
_____ \$ _____

TOTAL DIRECT COSTS: \$ _____

TOTAL INDIRECT COSTS: \$ _____

TOTAL BUDGET REQUEST: \$ _____

NOTE:

1. Provide components of the fully absorbed hourly rates in the budget justification, where required.
2. If including indirect charges in your budget, a copy of your federally approved indirect rate must be attached.

END