

REQUEST FOR PROPOSAL

Water Level Assessment for the Northeastern Lincoln County Groundwater Conditions Monitoring

NOTICE IS HEREBY GIVEN that the Lincoln County Conservation District (LCCD) will accept proposals from firms specializing in hydrogeological assessments to evaluate groundwater levels in identified area of Northeastern Lincoln County. The resulting contract will be signed by the prime consultant and the LCCD District Manager, following approval by the LCCD Board.

Individuals or firms wanting to obtain a Request for Proposals (RFP) packet or who have questions regarding the project scope and contents of the RFP should contact:

Elsa Bowen, District Manager
Lincoln County Conservation District
At 509-725-4181, ext. 117
or ebowen@lincolncd.com

Three copies and an electronic version of the proposal must be received **no later than 3:00 p.m. Friday August 26, 2022.** Late responses will not be accepted. The proposals should be sent or delivered to:

Elsa Bowen, District Manager
Lincoln County Conservation District
P.O. Box 46
Davenport, WA 99122

An electronic version should be emailed to ebowen@lincolncd.com or included on electronic media and provided with the two hard copies.

**CONTENT OF THE
REQUEST FOR PROPOSAL**

**Water Level Assessment for the Northeastern Lincoln County
Groundwater Conditions Monitoring**

- I. INTRODUCTION 3**
 - A. Project Background 3**
 - B. Project Description 3**
 - C. Desired Qualifications..... 5**
- II. SCOPE OF WORK 5**

The project scope of work includes the following activities:..... 5
- III. PROJECT MANAGEMENT 6**
- IV. BUDGET AND SCHEDULE 6**
- V. EVALUATION CRITERIA 6**
- VI. PROPOSAL CONTENTS 7**
- VII. SELECTION PROCESS AND SCHEDULE 8**

I. INTRODUCTION

A. Project Background

The Washington Department of Ecology (Ecology) Office of Columbia River (OCR) has provided funds to the Lincoln County Conservation District (LCCD) to characterize water levels in Lincoln County aquifers. A foundational understanding of historic and current aquifer water levels, and possible future trends, is needed to plan a sustainable water supply strategy for Lincoln County. The project will focus on collecting groundwater level data in northeastern Lincoln County to verify, revise, and characterize groundwater level change trends suggested by previous work in this area. Semi-annual and quarterly groundwater levels will be measured in up to 36 wells. LCCD in partnership with Washington Department of Ecology is seeking Consultant Proposals to assist LCCD in conducting a groundwater condition monitoring study in Northeastern portion of Lincoln County.

B. Project Description

Lincoln County Conservation District (LCCD), the project lead agency located in Davenport, Washington, will expand upon LCCD's previous county-wide groundwater level data collection by, in this project, focusing on the northeastern part of the County (the Project Area). Groundwater is used to meet almost all domestic, municipal, and industrial needs in the Project Area. However, even as more residential development is planned, many well hydrographs show year-to-year water level declines and well owners are experiencing seasonal pumping shortfalls. The project will emphasize shallow aquifer permit exempt wells. This emphasis is driven by their vulnerability to future

- Hydrologic factors: Shallow domestic wells are usually open to shallowest viable water producing intervals and any decline in those aquifers quickly results in decreased or lost pumping capacity.
- Economic factors: Deepening wells to chase dropping water levels is expensive and single family or small group system water users commonly have limited financial resources to both deepen a well and lift that deeper water to the surface.

Overall Project tasks include:

- Project Management: LCCD will manage the project, including conducting, coordinating, and scheduling project activities and assuring quality control and communicating with Ecology and stakeholders.

- QAPP Development: A project Quality Assurance Project Plan (QAPP) that describes how to maintain data integrity.
- Water Level Data Collection: Collect new groundwater level data and combine it with previously collected data, and data concurrently collected by other entities. In the northeastern County semi-annual (early spring/late autumn) and quarterly water level measurements in 24-36 wells are anticipated. We will geospatially locate new wells and to the extent possible using available well logs and Columbia Basin GWMA shapefiles for hydrostratigraphic units identify likely portions of the aquifer each well is pumping from.
- Reporting: The project report will present the water level data, include a statistical analysis of water level changes, and assign each well to a part of the hydrostratigraphic system. The report will also present a preliminary trend assessment of the water level data which will describe, to the extent possible given the water level data, geographic and hydrostratigraphic variations in the water level data, if any. Combining the results of previous grants and this project will provide the basis for Lincoln County's efforts to get in front of future water supply challenges related to climate change and population growth in a semi-arid region with very limited surface water availability.

Overall Goal:

The goal is to use existing and newly collected groundwater level data, to the extent possible, to: (1) describe groundwater level changes, including geographic and hydrostratigraphic variations; (2) summarize potential causes for observed groundwater level changes; and (3) provide a technical basis for communicating to stakeholders what is discovered about groundwater level changes. This work sets the stage for potential future efforts that would get in front of future water supply challenges driven by growth and groundwater availability. Possible examples of such efforts might include: (1) estimating project area recharge, pumping, and consumptive uses to better define sustainability goals; (2) evaluating the data to identify hydrostratigraphic units more conducive to sustainable use; (3) describing potential recharge changes in the face of changing precipitation; and/or (4) using water quality data to further evaluate recharge and discharge relationships.

The purpose of this Request for Proposal is to obtain a qualified consultant to assist LCCD in conducting the groundwater level measuring project.

C. Desired Consultant Qualifications

The selected consulting team must include one or more hydrogeologists licensed in the State of Washington. The consulting team should also exhibit the following additional qualifications:

- Strong technical expertise in hydrogeology, including identifying specific stratigraphic units that host bedrock, basalt and sedimentary aquifers in the study area; characterizing groundwater occurrence and movement in bedrock, basalt and sedimentary aquifers; developing sampling plans to accurately characterize the extent and magnitude of nitrate in groundwater; identifying groundwater flow directions; characterizing interactions between sedimentary, bedrock and basalt aquifers; and characterizing groundwater and surface water interactions.
- Multiple successes in the completion of groundwater characterization projects for the types of subsurface conditions that exist in Lincoln County.
- A proven track record in conducting high-quality technical analyses within a collaborative process, resulting in a work product that is accepted as technically sound by multiple interest groups and regulatory or other permitting agencies.

II. CONSULTANT SCOPE OF WORK

The consultant's project scope of work includes the following activities:

- A. QAPP Preparation: Support LCCD by preparing a draft water level measurement and analysis QAPP for LCCD and Ecology review. Upon the approval of both LCCD and Ecology the consultant will finalize the QAPP. The QAPP will require a hydrogeologist licensee to stamp it, which the consultant will provide.
- B. Water Level Data Review: The objectives are to provide quality control review and evaluate new water level data periodically provided by LCCD. Consultant's efforts will focus on data quality control review, preliminary interpretation of the water level data, and periodic meeting with LCCD staff to review data characteristics, preliminary interpretations, and project progress. For planning purposes, we assume: (1) new water level data will be collected by LCCD staff in previously prioritized areas of Lincoln County; (2) new water level data will be provided to the consultant quarterly by LCCD in a digital format; (3) consultants will combine the new data with

data previously compiled; (4) LCCD will provide the GIS and database management role.

- C. Reporting: The objective of this part of the effort is to complete a final project report based on previously completed work (historical data review) and new data. The final report will update the historical data report by adding new data to the historical data, and discussing trends in the expanded data sets, if any. This summary will include: (1) historical and current trends by hydro stratigraphic unit and geographic area; (2) areas of greater or lesser water level change (if any); (3) predictions about potential future conditions; and (4) recommendations for future water level data collection.

III. PROJECT MANAGEMENT

Provide a narrative description of your proposed management approach for this project. Include an organization chart that lists the specific individuals assigned to each sub-task included in your proposed scope of work. A detailed resume for each person listed in the organization chart must be included in the proposal.

Please Note: It is mandatory that you identify the actual persons who will be performing the work. LCCD reserves the right to disqualify the consultant awarded this project if the consultant assigns staff to the contract that are not listed in the proposal without the prior consent of LCCD.

IV. BUDGET AND SCHEDULE

There is a maximum of **\$50,000** available from the overall project budget for consultant services to accomplish the project's goals and objectives.

LCCD anticipates project completion in December 2024.

V. EVALUATION CRITERIA

The following criteria will be used by LCCD and its screening committee in evaluating proposals:

1. Approach to Scope of Work (30%)

Each team will be scored on its ability to accomplish the requirements of the scope of work plus any original ideas or approaches proposed that would enhance the project.

2. Qualifications of the Team (30%)

Each team's qualifications will be scored based on their experience, credentials, and references. A local presence and local knowledge of the area and previous experience working with local governmental entities and/or groundwater management entities is preferred.

3. Project Management (20%)

Teams will be scored based on the proposed project manager's experience and proposed approach to managing the project, as well as the overall organization and work distribution among the project team.

4. Budget (20%)

Teams will be scored based on their ability to show reasonable cost allocations for appropriate tasks and milestones.

VI. PROPOSAL CONTENTS

All proposals shall be limited to **10 pages** and **12-point font**, including the cover letter but not including resumes. Proposals exceeding the 10-page limit will be disqualified. Resumes should be bound separately from the proposal. **Two copies** of the proposal and **two copies** of the resumes shall be submitted. In addition, an **electronic copy** of the proposal and resumes shall also be submitted.

The proposals shall, at minimum, include:

1. A proposed technical approach to the project and an accompanying scope of work, including detailed tasks and deliverables.
2. A description of the proposed team, including a description of each firm, its qualifications to complete the assigned work, and its experience in working together in the past.
3. Summaries of similar projects completed over the past five years.
4. An explanation of the proposed project management, including a description of the project manager's experience in managing complex, technical projects for multi-party clients.
5. A detailed budget and schedule that includes dollar amounts and deadlines for each task listed in the proposed scope of work.
6. Resumes for each person assigned work on the project, except for clerical or administrative support

Firms may be asked to supply work samples; please do not provide work samples with written proposals.

VII. SELECTION PROCESS AND SCHEDULE

A screening committee consisting of representatives from LCCD will evaluate all proposals based on the evaluation criteria listed in Section V of this RFP. Each written proposal will be scored with a maximum of 100 points. Depending upon the strength and competitiveness of the proposals, an oral interview process may or may not occur.

Based on the evaluation of the written proposals and references from past and present clients, the screening committee will recommend the top-ranked consulting team to the LCCD Board of Supervisors for approval. Lincoln County Conservation District will then negotiate a professional services contract with the approved consultant. If an agreement cannot be reached with the top-ranked consultant, then LCCD may initiate negotiations with the second-ranked consultant, and so on, until a contract is awarded.

Preliminary Schedule:

August 26, 2022	RFPs are due by 3:00 p.m.
September 2, 2022	Consultant selected
September 6, 2022	Contract negotiations begin
September 12, 2022	Contract signed/Notice to proceed
August 1,2024	Draft submittal of final reports
December 15, 2024	Contract completed