

# ***Southern California Coastal Water Research Project***

## REQUEST FOR PROPOSALS

### **PROJECT: Streamflow Duration Assessment Method (SDAM) Development – Western Expansion Study**

#### **SECTION 1. INSTRUCTIONS TO BIDDERS**

Three (3) copies of the bidder's complete proposal to provide the services detailed herein are to be enclosed in a sealed envelope marked "SDAM Western Expansion Study" and addressed to:

Bryan Nece, Administrative Officer  
Southern California Coastal Water Research Project (SCCWRP)  
3535 Harbor Blvd., Suite 110  
Costa Mesa, CA 92626

Emailed proposals will not be accepted. All supplemental materials requested within this proposal must be attached to the Proposal. Any unauthorized conditions, limitations, or provisions attached to this proposal may be cause for rejection.

Sealed bids will be received at SCCWRP's offices, 3535 Harbor Blvd., Suite 110, Costa Mesa, CA 92626, up to the hour of 11:00 AM (PST) on **July 9, 2021**, at which time, the Administrative Officer will open the bids. Bids received by facsimile will not be accepted.

All bidders should inform SCCWRP via email ([bryann@sccwrp.org](mailto:bryann@sccwrp.org)) or letter mail by **June 21, 2021** of their intention to submit a bid. The notification is *not mandatory*, but is necessary to receive future updates to this bid notification. SCCWRP will hold a *non-mandatory* bidders meeting at 4:00 PM (PST) on **June 25, 2021** via teleconference/Zoom. To attend this meeting, you must register in advance at:

<https://us02web.zoom.us/meeting/register/tZAofu6grTgoHtLameTgcdPeU2HVNqWSDEnt>

After registering, you will receive a confirmation email containing information about joining the meeting.

This meeting is intended to provide bidders the opportunity to ask questions and request clarifications about this document. Bidders who are unable to attend may provide email requests to [bryann@sccwrp.org](mailto:bryann@sccwrp.org) for clarification prior to the meeting. SCCWRP's response to both written and oral questions will be sent to the bidders by email and posted on the SCCWRP web site ([www.sccwrp.org](http://www.sccwrp.org)).

This solicitation for proposals shall not be construed as obligating SCCWRP to award a contract or to pay any compensation for the information solicited.

### Minimum Requirements

- Completed training in the development standard operating procedure (SOP) for the Streamflow Duration Assessment Method (attachment 1), and in deploying Stream Temperature, Intermittence, and Conductivity (STIC) loggers (Attachment 2). (Note: This is different from the SDAM protocol for the beta Arid West method).
- Ability to identify Western riparian plants and aquatic invertebrates in the field
- Experience using the SOP at 10 or more site-visits
- Sufficient number of trained staff to complete the requested scope (i.e., staffing capacity)

## **SECTION 2. BACKGROUND**

Long-term hydrologic data to assess streamflow duration is often limited, especially for streams that do not flow year-round. SDAMs are rapid field assessment methods that use hydrological, geomorphological, and/or biological indicators, observable in a single site visit, to classify streamflow duration as perennial, intermittent, or ephemeral at the reach scale. Regulators and water resource managers can use rapid, reach-scale methods to determine streamflow duration classifications (i.e., perennial, intermittent, ephemeral) and to help implement many federal, state, and local programs.

For instance, this information could help determine whether a stream may be subject to jurisdiction under the Clean Water Act, although use of the method is not a requirement for determining jurisdiction.

This method is also useful where knowledge of streamflow duration improves ecological assessment, management, and decision-making.

While use of this method may inform a more robust stream assessment, it was specifically developed for the purpose of determining streamflow duration class and does not provide a stand-alone assessment of stream function or condition.

The EPA is developing SDAMs for all major regions of the USA (<https://www.epa.gov/streamflow-duration-assessment>). A beta method has been released for the Arid West (AW; <https://www.epa.gov/streamflow-duration-assessment/beta-streamflow-duration-assessment-method-arid-west>), and a beta method for the Western Mountains (WM) is expected soon. During this beta period, additional data collection in both regions will continue, allowing further evaluation and refinement of final SDAMs for each region. Data collected under this project will be used for this purpose.

## **SECTION 3. SCOPE OF WORK**

### **Introduction:**

SCCWRP is seeking a Contractor to conduct SDAM assessments in both the Arid West (AW) and Western Mountains (WM). A total of 200 sites will be sampled (100 in each region) on three occasions per site.

Sites and backups will be identified by SCCWRP. Although SCCWRP will attempt to secure access to the sites, the Contractor is ultimately responsible for determining safe access to the sites and ensuring that all necessary access permits and permissions are in place.

Each site will be sampled on three occasions:

- First visit between July 1 and November 30, 2021
- Second visit between January 1 and June 30, 2022
- Third visit between July 1 and November 30, 2022

During each site-visit, the Contractor shall measure all indicators in the SDAM protocol (Attachment 1). During the first visit, STIC loggers should be installed following the EPA protocol (Attachment 2). During subsequent visits, the Contractor shall download data from loggers whenever practical, and replace loggers when appropriate. At 10% of sites (designated by SCCWRP), a duplicate logger shall be deployed. All loggers will be provided by SCCWRP. All other required supplies and equipment must be provided by the Contractor.

Taxonomic identification:

The contractor will be responsible for collection of bulk samples of aquatic invertebrates for laboratory analysis and field identification of a subset of individuals. Field identifications of aquatic invertebrates are required for taxa that may not be collected (e.g., protected species, fragile non-living specimens, large individuals, etc.). These identifications should be Family level for mollusks and insects (when possible), and Class level for other invertebrates. Bulk samples of aquatic invertebrates will be sent to a designated lab for identification within 4 weeks of collection using prescribed sampling and preservation methods.

States covered by the project include (see map below):

State	Approximate # sites expected
California	26
Nevada	12
Arizona	26
New Mexico	26
Texas	12
Utah	26
Colorado	26
Wyoming and South Dakota	26
Montana	20

All field data will be submitted using a Survey123 survey developed by SCCWRP. Logger data will be sent to SCCWRP using standard hobo file formats. All data will be submitted to SCCWRP within *1 week* of data collection. The contractor will be responsible for initial data quality control and will be available to answer follow up questions from SCCWRP on the data.

The Contractor is responsible for their own supplies, and for travel to and from study sites.

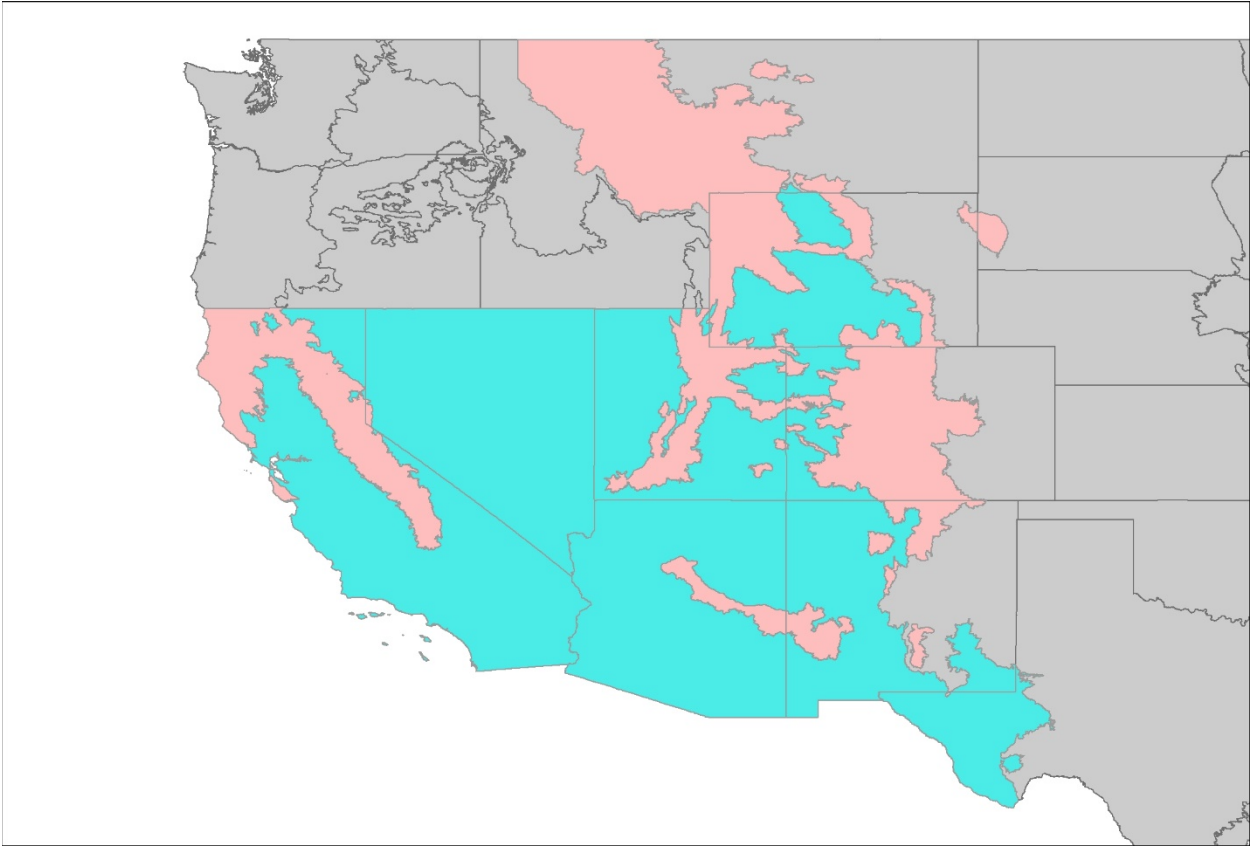


Figure 1. Arid West (blue) and Western Mountain (pink) regions covered by the project.

**Deliverables:**

- Field data via Survey123, including field taxonomic identifications
- Logger data and metadata submitted in standard digital formats provided by SCCWRP
- Sampling reports
- Chains of custody (COCs) for bulk samples shipped to a lab for taxonomic identification

## Schedule

This project will require 42 months to complete from project award and initiation.

Task	Deliverable	Due Date
First round of sampling	Data submitted to Survey123 Logger data sent to SCCWRP COCs for aquatic invertebrate samples	December 31, 2021
Second round of sampling	Data submitted to Survey123 Logger data sent to SCCWRP COCs for aquatic invertebrate samples	July 31, 2022
Third round of sampling	Data submitted to Survey123 Logger data sent to SCCWRP COCs for aquatic invertebrate samples	December 31, 2022

## SECTION 4. SPECIAL REQUIREMENTS AND INSTRUCTIONS

Bidders will be required to comply with the following special requirements and instructions during the performance of services rendered under this project:

### Insurance

Bidders shall, at their sole expense, maintain in effect at all times during the performance of services awarded under this Proposal Form, general liability insurance providing for bodily injury liability and property damage liability. The combined single limits of liability for bodily injury or property damage shall be One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) aggregate, with the policy naming Southern California Coastal Water Research Project Authority and the Stormwater Monitoring Coalition Member Agencies as Additional Insured. Further, workers compensation insurance shall be held and maintained as required by applicable laws of the State of California with a minimum amount and limit of One Million Dollars (\$1,000,000) for each accident. Bidders shall also hold automobile liability insurance (bodily injury and property damage liability), including coverage for all owned, hired, and non-owned automobiles, with the combined single limit of liability of Two Hundred Fifty Thousand Dollars (\$250,000) for any one accident or loss. Bidders shall provide SCCWRP with evidence that policies providing such coverage and limits are in full force and effect within ten (10) days of the award of any contracts by SCCWRP. Such certificates shall provide that not less than thirty (30) calendar days advance notice will be given to SCCWRP prior to cancellation, termination, or material alteration of said policies of insurance.

**SECTION 5. BID EVALUATION PROCESS AND CRITERIA**

Following the opening of bids, SCCWRP will evaluate and score the bids received. Each bid submitted will be evaluated using the following criteria and scoring system, with a maximum possible score of 100.

- 1) Expertise and familiarity with SOPs (60 points): Each bid will be ranked on a scale of 0 to 30 points based upon the bidders demonstrated expertise with conducting sampling using the required SOPs. Additional points are available for experience in the states within the study area.
- 2) Price (30 points): The lowest bid price will receive the maximum score of 15 points, with higher bids receiving scores proportional to the lowest bid price.
- 3) Staff capacity (10 points): Each bidder should document their staff capacity to complete the requested work in the prescribed timeframe, in terms of number of trained staff and their availability to complete the requested work. Bids will receive between 1 and 5 points based on documented staff capacity.

The bidder receiving the highest combined score will be considered for a contract to perform the proposed work.

**SECTION 6. PROPOSAL SUBMISSION**

The bidder is required to submit Cost Information and a Statement of Qualifications, as well as any required permits or certifications, as detailed below.

Cost Information

Bidders are required to list costs per sampling event. Describe any assumptions or limitations associated with these costs. If necessary, prices may vary by state, or within portions of each state. Costs must include travel and supplies (not including cost of procuring loggers). Bids do not need include every state listed below.

State(s)	Cost per sampling event (1 to 10 sites)	Cost per sampling event (11+ sites)
California		
Nevada		
Arizona		
New Mexico		
Texas		
Utah		
Colorado		
Wyoming and South Dakota		
Montana		
Other: _____		

Statement of Qualifications

Bidders are required to submit a Statement of Qualifications detailing the following information pertinent to the elements of work being bid. The document should include the following:

1. A description of the firm
2. A description of key personnel (resumes can be added as an appendix)
3. A description of experience in streamflow duration assessment protocols
4. A description of experience with STIC logger use
5. A description of staff capability and capacity

This Statement of Qualifications are expected to be in the range 4 to 6 single-sided pages (8 maximum), 12-point font, exclusive of resumes.

Certifications and Permits: Bidders are required to list all relevant certifications and permits necessary and/or desirable to perform the work being bid.

**SECTION 6. CERTIFICATION OF BIDDER**

Name of corporation, partnership, or individual in whose behalf the bid is submitted:

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

The full names and addresses of all persons and parties interested in the foregoing proposal as principals are as follows: (If bidder is a corporation or organization, give names of President, Secretary, and Treasurer; if bidder is a partnership, give the names of all partners.)

Name

Title

I certify under penalty of perjury under the laws of the State of California that the foregoing representations are true and correct. Further, I certify that I have carefully examined the proposed work and the specifications as contained herein, and hereby propose to perform and complete all the work for this project as specified, in accordance with these specifications, and to furnish all materials and equipment necessary therefore to the satisfaction of SCCWRP, at the price(s) indicated within this document. In the event that this proposal is accepted by SCCWRP and the said work is awarded to the undersigned bidder, the said bidder agrees to sign and date, within seven (7) calendar days after it has been delivered or mailed to the bidder or its authorized agent, the Agreement for the performance of the work.

Signature of Bidder: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 1: Standard operating procedure for the development of SDAMs for the Arid West, Western Mountains, and Great Plains

Attachment 2: Standard operating procedure for the deployment and calibration of STIC loggers