

**CENTRAL COAST WATER QUALITY PRESERVATION, INC.
WATSONVILLE, CALIFORNIA**

Request for Quotation 2021-GW1

***Well Sample Collection, Analysis, and Data Delivery for the
Central Coast Irrigated Lands Regulatory Program***

November 5, 2021

BIDDER:

**SIGN HERE TO INDICATE THIS
RFQ HAS BEEN USED IN PREPARING
PROPOSAL AND RETURN WITH
PROPOSAL**

Firm _____

By _____

Title _____

Date _____

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INTRODUCTION

Central Coast Water Quality Preservation, Inc. (Preservation, Inc.) is recognized by the State and Regional Water Quality Control Boards (Water Boards) as a Third Party to assist the Central Coast agriculture industry in complying with the Irrigated Lands Regulatory Program (ILRP). As of this date, 98% of the Central Coast's 425,000 irrigated agricultural acres are enrolled with Preservation, Inc. as Third Party members. In 2022 Preservation, Inc. will assist our members in complying with the requirement to sample the primary irrigation well from each enrolled ranch, as well as any domestic wells located on an enrolled ranch. More information about Preservation, Inc. and our programs can be found on our website at www.ccwqp.org. More information about the ILRP can be found on the Central Coast Water Board's website at www.waterboards.ca.gov/centralcoast/water_issues/programs/ag_waivers/.

This Request For Quote (RFQ) is intended to solicit contractor bids to conduct part or all of the required well sampling, analysis, and reporting in 2022. The Scope of Work and more detailed instructions to Bidders are discussed in this document. Preservation, Inc. and our grower membership hold very high standards for the quality of data generated by our programs, and have similarly high expectations for efficiency and cost-competitiveness in how the program is conducted. In evaluating bids, Preservation, Inc. will balance considerations regarding data quality, cost, and Bidders' ability to format and deliver data according to the needs and specifications of the ILRP. We will also consider Bidder capacity to handle a large volume of work, and to serve various sub-regions of the Central Coast.

While the scope and design of Preservation, Inc.'s groundwater monitoring program are firmly set for 2022 based on regulatory requirements, program specifics are expected to change in future years, and will be conveyed in subsequent RFQs with appropriate timing. It is also important to note that growers have a variety of well sampling needs beyond the requirements of the ILRP (e.g. food safety, irrigation suitability). Preservation, Inc.'s programs are not intended to address these other sampling and analysis needs, and our initial assessment does *not* indicate beneficial synergies in attempting to link ILRP sampling efforts to those. For example, food safety sampling often needs to be performed on a monthly or quarterly basis, whereas ILRP sampling may only need to be performed annually. We encourage our grower members to maintain existing relationships with the vendor(s) of their choice for sampling and analysis needs outside of Preservation, Inc.'s programs.

1 SCOPE OF WORK

The scope of work (SOW) includes the following project: Water quality sample collection (from irrigation and domestic wells), analysis, and reporting activities to characterize groundwater quality in agricultural basins of the Central Coast region, for industry compliance with the Central Coast Water Board's Irrigated Lands Regulatory Program (ILRP). Bidders may submit quotes for all or part of the SOW, and may propose to sub-contract specific items. Bidders may also submit quotes to perform work for specific/limited sub-regions of the program area, for example "only northern counties" or "only Santa Cruz County," etc. Any contract(s) awarded will be for a period of 1 year.

1.1 Develop Quality assurance project plan

Develop a Quality Assurance Project Plan (QAPP) for the collection and analysis of irrigation and domestic well samples, per the specifications in the Central Coast Water Board's Order No. R3-2021-0040 Attachment B – MRP. The successful Bidder will demonstrate recent success in obtaining Water Board approval of a groundwater monitoring QAPP, and will be able to leverage an existing approved QAPP template in support of this program.

Deliverable: Draft and Final QAPP Documents in MS Word and PDF format.

Timeline: Date of award through February 15, 2022

1.2 Conduct sampling of irrigation & domestic wells

1.2.1 Sample irrigation and domestic wells in northern counties

Northern counties of the Central Coast region include Monterey, San Benito, Santa Clara, Santa Cruz, and the southwestern portion of San Mateo county. Contractor shall travel to each enrolled ranch and collect water quality samples from wells according to specifications in the QAPP and MRP. Per the MRP, a single sample from each irrigation well must be collected between March 1, 2022 and May 31, 2022. Additional quality assurance samples such as blanks and duplicates must also be collected at the program scale. Specific parameters to be monitored are given in Tables 1 and 2. Any field data collected must ultimately be recorded electronically as a deliverable item. Samples for laboratory analysis must be delivered or shipped/couriered to the designated laboratory under Chain of Custody (see Task 1.3 below, "Analyze water quality samples & report data").

In order to collect samples corresponding to the correct/intended program wells, either Preservation, Inc. or the successful Bidder(s) must schedule sample collection on individual ranches (500 to 4000 ranches) and ensure accurate identification of the wells intended for sampling. Bidders may optionally submit a proposal to conduct this scheduling, as well as invoicing for sample collection and analysis. Bidders should indicate in their response how (if at all) any scheduling and/or invoicing activities would affect their proposed pricing. Please also list qualifications/training for sample collection personnel, including collection of Volatile Organic Compounds (VOCs) samples.

The COVID-19 pandemic has dramatically changed the landscape of parcel shipping and delivery. Bidders should clearly describe their approach to getting field samples *reliably* delivered to the laboratory within required holding times and temperatures.

Deliverable: Successful/complete collection and delivery of required samples.

Timeline: Scheduling to occur January 1, 2022 through April 30, 2022. Sampling to occur March 1, 2022 through May 31st, 2022.

1.2.2 Sample irrigation and domestic wells in southern counties

Southern counties of the Central Coast region include San Luis Obispo and Santa Barbara Counties, as well as a small portion of northern Ventura County. Contractor shall travel to each enrolled ranch and collect water quality samples from wells according to specifications in the QAPP and MRP. Per the MRP, a single sample from each well must be collected between March 1, 2022 and May 31, 2022. Additional quality assurance samples such as blanks and duplicates must also be collected at the program scale. Specific parameters to be monitored are given in Tables 1 and 2. Any field data collected must ultimately be recorded electronically as a deliverable item. Samples for laboratory analysis must be delivered or shipped/couriered to the designated laboratory under Chain of Custody (see Task 1.3 below, “Analyze water quality samples & report data”).

In order to collect samples corresponding to the correct/intended program wells, either Preservation, Inc. or the successful Bidder(s) must schedule sample collection on individual ranches (500 to 4000 ranches) and ensure accurate identification of the wells intended for sampling. Bidders may optionally submit a proposal to conduct this scheduling, as well as invoicing for sample collection and analysis. Bidders should indicate in their response how (if at all) any scheduling and/or invoicing activities would affect their proposed pricing. Please also list qualifications/training for sample collection personnel, including collection of Volatile Organic Compounds (VOCs) samples.

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Deliverable: Successful/complete collection and delivery of required samples.

Timeline: Scheduling to occur January 1, 2022 through April 30, 2022. Sampling to occur March 1, 2022 through May 31st, 2022.

1.3 Analyze water quality samples & report data

Bidders may submit quotes to analyze samples for the entire Central Coast region, or for specific/limited sub-regions of the program area, for example “only northern counties” or “only Santa Cruz County,” etc. Please clearly describe any plans to sub-contract specific analytes to outside laboratories, including cost impacts, data quality and reporting considerations. Bidding laboratories and any sub-contracting laboratories must be certified for the required analyses through the California Environmental Laboratory Accreditation Program (ELAP). Analyses must be conducted in accordance with approved standard and United States Environmental Protection Agency (USEPA) methods.

1.3.1 Analyze and report water quality samples from northern counties

Up to 2,000 irrigation well and 500 domestic well samples are anticipated to require analysis from northern counties of the program area (described in Task 2.1 above). Specific analyses and reporting limits (RLs) required are given in Tables 1 and 2. Bidders should clearly describe their capacity to analyze up to 2000 irrigation (and/or 500 domestic) well samples, or significant subset thereof, within a few-month period. If applicable, laboratories should provide a schedule of volume pricing, for example a change in price-per-sample for sample counts greater than 10, 100, 1000, etc.

Water quality data must ultimately be reported to GeoTracker using the specific Electronic Data Format (EDF) and software. Prior to final delivery to GeoTracker, data must be provided to Preservation, Inc’s Quality Assurance Officer in a format conducive to review. Final delivery to GeoTracker must be performed in accordance with the Agricultural Order Monitoring and Reporting Program (MRP, Order

No. R3-2021-0040). The successful Bidder(s) will demonstrate substantial experience in performing EDF deliveries to GeoTracker, and will describe their proposed approach to facilitating program-level QA review by Preservation, Inc. prior to final delivery.

Deliverables: Successful and timely analysis of all program samples; draft EDF for internal review; final EDF; revisions to EDF if requested by the Water Board.

Timeline: Analysis to occur March 1, 2022 through May 31, 2022 (or within sample hold-times thereafter). Draft EDF to Preservation, Inc. by June 30, 2022. Final EDF by July 30, 2022. [Note: Sampling and final EDF deadlines are required per the ILRP. Please note any concerns regarding the Draft EDF timeline in your response.]

1.3.2 Analyze water quality samples from southern counties

Up to 2,000 irrigation well and 500 domestic well samples are anticipated to require analysis from southern counties of the program area (described in Task 2.1 above). Specific analyses and reporting limits (RLs) required are given in Tables 1 and 2. Bidders should clearly describe their capacity to analyze up to 2000 irrigation (and/or 500 domestic) well samples, or significant subset thereof, within a few-month period. If applicable, laboratories should provide a schedule of volume pricing, for example a change in price-per-sample for sample counts greater than 10, 100, 1000, etc.

Water quality data must ultimately be reported to GeoTracker using the specific Electronic Data Format (EDF). Prior to final delivery to GeoTracker, data must be provided to Preservation, Inc's Quality Assurance Officer in a format conducive to review. Final delivery to GeoTracker must be performed in accordance with the Agricultural Order Monitoring and Reporting Program (MRP, Order No. R3-2021-0040). The successful Bidder(s) will demonstrate substantial experience in performing EDF deliveries to GeoTracker, and will describe their proposed approach to facilitating program-level QA review by Preservation, Inc. prior to final delivery.

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Timeline: Analysis to occur March 1, 2022 through May 31, 2022 (or within sample hold-times thereafter). Draft EDF to Preservation, Inc. by June 30, 2022. Final EDF by July 30, 2022. [Note: Sampling and final EDF deadlines are required per the ILRP. Please note any concerns regarding the Draft EDF timeline in your response.]

2 GENERAL PROVISIONS

2.1 Proposal Preparation Cost

All costs associated with the proposal are the responsibility of the Bidder. Preservation, Inc. will not reimburse the Bidder, successful or otherwise, for proposal preparation and associated costs incurred by the Bidder as a result of this Request for Quotation (RFQ).

2.2 Submission of Proposals

Proposals must be received by CCWQP no later than Friday, December 3, 2022 at 6pm. Bids received after that time may not be considered. The mailing address for bids is as follows:

*Central Coast Water Quality Preservation, Inc.
PO Box 2227
Watsonville, CA 95077*

Attn: Sarah Lopez, Executive Director

Electronic submittals may be emailed to sarah@ccwqp.org as PDF files. All submittals should be immediately preceded or followed by an email with no attachments, providing notification of the submittal. Inquiries related to this RFQ should be emailed to Sarah Lopez at the above email address.

2.3 Amendments to the Request for Proposal

Preservation, Inc. intends to include all pertinent data and information in the RFQ to provide Bidders an opportunity to respond in a competitive manner. However, Preservation, Inc. reserves the right to amend this document throughout the bidding process, and to extend the response deadline.

Bidders will receive notice of any pending changes from Preservation, Inc.. Amendments will be posted on the website at www.ccwqp.org and/or forwarded electronically.

In order for proposals to be considered responsive, the Bidder shall acknowledge receipt of any amendment(s) in their proposal and warrant that the proposal has been prepared with the full understanding of the RFQ as modified and amended.

Failure of any Bidder to receive an amendment shall not release the Bidder from any obligation under this RFQ. All amendments shall become a part of this RFQ. No person is authorized to amend this RFQ by oral communication.

2.4 Cancellation

Preservation, Inc. may cancel this RFQ for convenience at any time. No person has authority to cancel or alter the bidding process except by written declaration by Preservation, Inc.

2.5 Effective Time for Proposals

The Proposal shall include a statement acknowledging a firm quotation period extending ninety (90) days from the proposal deadline.

2.6 Selection

Preservation, Inc. reserves the right to enter into technical discussions with one or more respondents for the purposes of clarification and explanations. Preservation, Inc. also reserves the right not to award a Contract as the result of this RFQ. In the event a Bidder is successful, a Contract will be awarded to begin no later than January 3rd, 2022.

2.7 Evaluation Criteria

Each proposal submitted in a timely manner will be evaluated in depth. Evaluation will be based on both cost and technical experience and expertise of Bidder's project team in providing services similar to the type requested in this RFQ. Preservation, Inc. does not discriminate based on race/ethnicity or gender.

2.8 Withdrawal

Bidders may withdraw at any time prior to award of Contract for their convenience. Preservation, Inc. requires written confirmation of withdrawal, including a statement of reason(s) for the withdrawal.

2.9 Proprietary Data

Proposals become the property of Preservation, Inc. upon submission. Bidders are cautioned to label all proprietary data as such. Preservation, Inc. agrees to exercise reasonable efforts to protect all information received, provided it is expressly understood that Preservation, Inc. shall not be liable in the event that such information is disclosed outside Preservation, Inc. All information received is subject to review by and discussion with the Ag Committee (panel of agricultural industry representatives), and the Preservation, Inc. Board of Directors.

3 PROPOSAL PREPARATION GUIDELINES

3.1 Proposal Requirements

Bidders are requested to provide a written Proposal in accordance with the format discussed in section 4.2 (“Proposal Format”) below. The written proposal must be executed by an officer of the Bidder’s firm who has the authority to commit the organization to all of the provisions of the proposal.

3.2 Proposal Format

Bidders should format their proposals into the following sections. Additional sections may be included at the Bidder’s discretion for the sake of clarification/specificity.

3.2.1 Bidder’s project team

The description of the Bidder’s project team shall include: a) Project Team structure/hierarchy including subcontractors (if any); b) Project Organization chart; c) List of all subcontractors (if any) and their proposed role in the project. This section shall also provide information regarding Bidder’s experience with monitoring and data management/analysis protocols necessary to complete the Scope of Work.

3.2.2 Scope of work

This section shall, at a minimum, discuss the requirements of the work as analyzed by the Bidder. Please demonstrate how the Bidder will meet Preservation, Inc.’s needs, as defined in Section 1 (“Scope of Work”). Include a timeline to illustrate that Bidder understands project deadlines for monitoring, reporting, and other deliverables. Please also include a description of quality assurance protocols used to ensure accuracy/validity of data collected.

3.2.3 Report preparation and QA/QC processes

This section shall, at a minimum, describe Bidder’s process for producing timely deliverables and the QA/QC process utilized by the Bidder to review the content of the deliverables for accuracy.

3.2.4 Cost proposal

All work for the project will be performed on a “time and materials” basis, with a “cost not to exceed” price for the project which must be included in the Bidder’s proposal, with costs for laboratory analysis itemized with unit (per-sample or per-batch) pricing by analyte or suite of analytes. Project pricing shall be presented in a tabular format containing the following information:

- Labor costs, including employee name, classification, billing rate, total hours to be billed, and total cost;
- Cost of any materials, equipment, shipping and other services, employee travel, etc;
- Itemized costs of any tasks to be sub-contracted, including laboratory analysis;
- All costs must be itemized according to the tasks described in sub-sections 1.1 through 1.3.2 in the “Scope of Work” section of this RFQ.

Tables

Table 1. Irrigation well monitoring requirements. Table from Central Coast Water Board Order No. R3-2021-0040 Attachment B - MRP.

Table MRP-6. Primary Irrigation Well Monitoring and Reporting Requirements Until Groundwater Quality Trend Monitoring Program Starts (“Pre-Trend”)

Parameter	RL ¹	Analytical Method ²	Units	Frequency	Due Date
pH	0.1	Field Measurement ³	pH Units	Annual until Groundwater Quality Trend Monitoring Program starts (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Specific conductance	2.5	Field Measurement ³	µS/cm	Annual until Groundwater Quality Trend Monitoring Program starts (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Temperature	0.1	Field Measurement ³	°C	Annual until Groundwater Quality Trend Monitoring Program starts (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Total dissolved solids (TDS)	10	SM 2540-D	mg/L	Annual until Groundwater Quality Trend Monitoring Program starts (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Nitrate + nitrite (as N) ⁴ or Nitrate as N	0.1	USEPA Method 300 or SM 4500NO ₃	mg/L	Annual until Groundwater Quality Trend Monitoring Program starts (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31

¹ Reporting limit, or level of quantification, defined as the level that can be reliably detected and quantified within acceptable limits of precision and bias for a given method.

² Dischargers may use alternative analytical methods approved by USEPA after obtaining Executive Officer approval.

³ To ensure the collection of representative groundwater samples, all groundwater samples must be collected once field parameters stabilize (i.e., pH: ± 0.1, specific conductance: ± 3 – 5%, and temperature: ± 3%).

⁴ This MRP allows analysis of “nitrate plus nitrite” to represent nitrate concentrations (as N). The “nitrate plus nitrite” analysis allows for extended laboratory holding times and relieves the Discharger of meeting the short sample holding time required for nitrate as N.

Table 2. On-Farm domestic well monitoring requirements. Table from Central Coast Water Board Order No. R3-2021-0040 Attachment B - MRP.

Table MRP-5. On-Farm Domestic Drinking Water Supply Well Monitoring and Reporting Requirements

Parameter	RL ¹	Analytical Method ²	Units	Frequency	Due Date
pH	0.1	Field Measurement ³	pH Units	Annual (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Specific conductance	2.5	Field Measurement ³	µS/cm	Annual (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Temperature	0.1	Field Measurement ³	°C	Annual (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31
Nitrate + nitrite (as N) ⁴ or Nitrate as N	0.1	USEPA Method 300 or SM 4500NO3	mg/L	Annual (beginning 2022)	Monitoring March 1 – May 31 Reported by July 31

1,2,3-Trichloropropane (1,2,3-TCP)	0.005	SRL-524M	µg/L	Annual per above for first 2 years (2022 & 2023). Continue annual monitoring and reporting until 2 consecutive samples = non-detect; then resample 3 years since last non-detect. If non-detect 3 years after last 2 consecutive non-detects, no further monitoring. If detected 3 years after last 2 consecutive non-detects, annual sampling resumes.	Monitoring March 1 – May 31 Reported by July 31
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¹ Reporting limit, or level of quantification, defined as the level that can be reliably detected and quantified within acceptable limits of precision and bias for a given method.

² Dischargers may use alternative analytical methods approved by USEPA after obtaining Executive Officer approval.

³ To ensure the collection of representative groundwater samples, all groundwater samples must be collected once field parameters stabilize (i.e., pH: ± 0.1, specific conductance: ± 3 – 5%, and temperature: ± 3%).

⁴ This MRP allows analysis of "nitrate plus nitrite" to represent nitrate concentrations (as N). The "nitrate plus nitrite" analysis allows for extended laboratory holding times and relieves the Discharger of meeting the short sample holding time required for nitrate as N.