

**SANTA YNEZ BASIN WESTERN MANAGEMENT AREA**  
**GROUNDWATER SUSTAINABILITY AGENCY**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES**  
**FOR EXECUTIVE DIRECTOR**

**DATE: September 25, 2024**

**DEADLINES FOR SUBMISSION**

Notice of Intent to Respond Submittal (21 days after date of this notice)

Full Qualification Package Submittal (45 days after date of this notice)

**INTRODUCTION**

The Santa Ynez Basin Western Management Area Groundwater Sustainability Agency (WMA GSA) is a Joint Powers Authority (JPA) formed to effectively implement its Groundwater Sustainability Plan (GSP) in compliance with the Sustainable Groundwater Management Act (SGMA). The WMA GSA is seeking Statements of Qualification (SOQs) from qualified individuals and/or firms to provide Executive Director of the GSA services as an independent contractor.

**BACKGROUND**

The WMA GSA JPA includes the Santa Barbara County Water Agency, the Santa Ynez River Water Conservation District, City of Lompoc, Mission Hills Community Services District, and Vandenberg Village Community Services District. The WMA GSA became a JPA on November 28, 2023.

The Santa Ynez River Valley Groundwater Basin is designated as a medium-priority basin and is subject to SGMA. Public agencies in the Basin created three GSAs representing the three main areas of the Basin (Eastern, Central, and Western Management Area). Groundwater Sustainability Plans (GSPs) for each management area were submitted to the California Department of Water Resources for review in January of 2022. All three GSPs were approved by DWR in January 2024.

**PROJECT SCOPE**

The successful firm or individual will enter into a contract with the WMA GSA. A more detailed scope of the work will be approved by the WMA GSA Board in consultation with the successful firm/individual for this RFQ, but would include, but not be limited to, the following:

1. Perform administrative and management duties in the capacity of Executive Director for a public agency acting as a WMA GSA;
2. Oversee implementation of the approved Groundwater Sustainability Plan and Projects for the WMA GSA. Coordinate with the two other GSA's in the Basin.

3. Prepare agendas for meetings of the WMA GSA Board of Directors and any regular committees, , attend and administer those meetings, and prepare minutes of those meetings serving as or working with the Secretary of the WMA GSA. Currently the WMA GSA Board meets monthly (4<sup>th</sup> Wednesday of the month), however this could change to quarterly meetings;
4. Coordinate with other consultants retained by the WMA GSA, including legal counsel and technical consultants performing studies and/or projects for the WMA GSA;
5. Serve as or work with the Treasurer of the WMA GSA to provide financial information to the WMA GSA Board;
6. Secure other services needed by the WMA GSA, such as insurance; bookkeeping, Certified Public Accountant; web-hosting;
7. Communicate with landowners and groundwater producers within the WMA GSA, staff representing member agencies of the WMA GSA, and other interested parties, as the principle point of contact for the GSA, and provide communications to such stakeholders as directed by the WMAGSA Board;
8. Facilitate regular (monthly) meetings with WMA GSA JPA member agency staff representatives.
9. Participate in basin-wide staff and board meetings.
10. Other activities as directed by the Board of Directors.

## **ORGANIZATION AND CONTENTS OF QUALIFICATIONS SUBMITTALS**

At a minimum, please provide the following information in support of your response to this RFQ. Note that straightforward pertinent information is encouraged rather than general company brochures. Please limit your response to 10 pages (excluding any attached resumes).

### **General Information**

Please provide information on location and education and years in the industry; or your firm's location, number of employees, years in business, etc.

### **Applicable Experience**

Please provide a description of your or your firm's recent and relevant experience related to the types of activities listed in the scope of work above. . Provide specific project descriptions if applicable, which should include:

- When the work was performed, including the duration of the project;
- The client for whom the work was performed (unless confidential; if so, please note as such);
- A general description of the scope of work;
- The outcome of the project, i.e. did the project meet its objectives?
- Contact information, including a telephone number and email address, of the project manager, and key team members associated with the project.

### **Project Team Information (if applicable)**

If a team approach is proposed, please identify who will be directly involved in providing services to the WMA GSA and provide resumes with relevant experience for all of those involved. If the proposal is a team approach, please provide the estimated percentage of the overall effort in terms of projected costs for each team member.

### **Project Approach**

Please provide a discussion of you or your firm's ideas with respect to implementing the project scope in a cost-effective and timely manner. Please present your perspective on key priorities, and potential risk factors and their mitigation.

### **GENERAL ADMINISTRATIVE INFORMATION**

Please also provide the following:

#### **Insurance**

Confirm the Consultant's will secure any legally required insurance coverage (this may including comprehensive general liability, automotive liability, and workers compensation).

#### **Consulting Rates and Other Costs**

Please provide information regarding personnel rates and any other unit costs that may be applied for this project (e.g. copies, computer usage, travel, etc.).

### **SELECTION AND APPROVAL PROCESS**

Prior to award of a contract the WMA GSA may schedule a meeting with selected consultants to provide the consultant an opportunity to describe their qualifications with the WMA GSA Board of Directors or a committee thereof, and to answer questions regarding the consultant's qualifications.

The WMA GSA may select whichever consultant it determines will best serve its interests utilizing and considering the response to the requirements of this RFQ. Upon completion of the evaluation process, initial discussions may be conducted between the WMA GSA and consultants to clarify the scope of services, staffing schedules, level of effort, and contract costs. The WMA GSA will then enter final negotiations with the selected consultant with the intent of agreeing on a mutually acceptable contract.

### **Due Date, Number of Submittals, and Contact Information**

One hard copy and one electronic copy should be submitted to:

William Buelow, WMA Interim Plan Manager  
c/o Santa Ynez River Water Conservation District  
P.O. Box 719  
Santa Ynez, CA 93460

Qualification submittals should be received no later than 12:00 pm on November 11, 2024.

Questions can be directed to William (Bill) Buelow by phone at 805.693.1156 or by email at [bbuelow@syrwcd.com](mailto:bbuelow@syrwcd.com).

### **GENERAL DISCLOSURES**

All submitters are hereby advised that this RFQ is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The submitter understands and agrees to the following:

- A. The WMA GSA reserves the right to negotiate with any qualified source.
- B. The WMA GSA reserves the right to reject any or all submittals for any reason or for no reason at all.
- C. The WMA GSA reserves the right to request further information from the submitters either in writing or orally. Such request will be addressed to that person or persons authorized by the submitter to represent the submitter.
- D. The WMA GSA reserves the sole right to judge the submitters' representations, either written or oral.
- E. Submitters understand and agree that a submittal constitutes acknowledgement and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFQ.
- F. False, incomplete, or unresponsive statements in connection with a submittal may be sufficient cause for the rejection of the submittal. The valuation and determination of the fulfillment of the above requirements will be the WMA GSA's responsibility and its decision shall be final.
- G. The WMA GSA reserves the right to interpret or change any provisions of this RFQ at any time prior to the submission date. Such interpretations or changes will be in the form of addenda to this RFQ.
- H. All submittals in response to this RFQ will become the exclusive property of the WMA GSA. At such time as the WMA GSA consultant selection appears on the WMA GSA Board Agenda, all such submittals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each submittal which are defined by the submitter as business or trade secrets, and so marked as "confidential" or "proprietary". The WMA GSA shall not in any way be liable or responsible for the disclosure of any such submittals (or any part thereof) if disclosure of any such submittal or any part thereof is required under the Public Records Act.
- I. The WMA GSA shall not in any way be liable for any costs incurred in connection with the preparation of any submittal in response to this RFQ.