

# Lake Elsinore & San Jacinto Watersheds Authority



City of Lake Elsinore • City of Canyon Lake • County of Riverside  
Elsinore Valley Municipal Water District • Santa Ana Watershed Project Authority

## LAKE ELSINORE & CANYON LAKE NUTRIENT TMDL TASK FORCE

### REQUEST FOR PROPOSAL

For

### CONSULTING SERVICES

For

### WATER QUALITY MONITORING PROGRAM IMPLEMENTATION

**AMENDED**  
**February 13, 2020**

# LAKE ELSINORE & SAN JACINTO WATERSHEDS AUTHORITY

## Member Agencies:

City of Canyon Lake  
Elsinore Valley Municipal Water District  
City of Lake Elsinore  
County of Riverside  
Santa Ana Watershed Project Authority

## Administration:

Santa Ana Watershed Project Authority  
11615 Sterling Avenue  
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(951) 354-4220 FAX (951) 688-8030

## INTRODUCTION

The Lake Elsinore & San Jacinto Watersheds Authority (LESJWA) requests proposals from qualified consultants to implement a water quality compliance monitoring in the San Jacinto River Watershed that aligns with the proposed revised Lake Elsinore and Canyon Lake nutrient total maximum daily loads (LE/CL TMDLs) that is anticipated to be considered by the Santa Ana Regional Water Quality Control Water Board (Santa Ana Water Board) in 2020. This program includes stormwater monitoring and in-lake monitoring to address requirements of the LE/CL TMDLs, along with additional monitoring to support the Canyon Lake alum application program and the Lake Elsinore Aeration and Mixing System (LEAMS).

LESJWA is a Joint Powers Authority (JPA) and is governed by five member agencies: Elsinore Valley Municipal Water District (EVMWD), the City of Lake Elsinore, the City of Canyon Lake; the County of Riverside, and the Santa Ana Watershed Project Authority (SAWPA), which serves as the Authority administrator.

LESJWA was specifically created for the purpose of implementing “projects and programs to rehabilitate and improve the San Jacinto and Lake Elsinore Watersheds and the water quality of Lake Elsinore, in order to preserve agricultural land, protect wildlife habitat, protect and enhance recreational resources, and improve surface and subsurface water quality, all for the benefit of the general public”.

## BACKGROUND

The San Jacinto Watershed (Figure 1) is approximately 735 square miles. There are two main watercourses in the Watershed: the San Jacinto River and Salt Creek. Over 90 percent of the San Jacinto Watershed drains to Canyon Lake from the San Jacinto River, about 3 miles upstream from Lake Elsinore. The San Jacinto River drains the western slopes of the San Jacinto Mountains and flows through the communities of San Jacinto and Perris before entering Canyon Lake. Salt Creek is tributary to the San Jacinto River and flows into Canyon Lake from the East. Discharges from Canyon Lake Dam flow southwest in the San Jacinto River to Lake Elsinore, a natural sink. Lake Elsinore’s direct watershed comprises approximately 47 square miles making the total drainage basin 782 square miles.

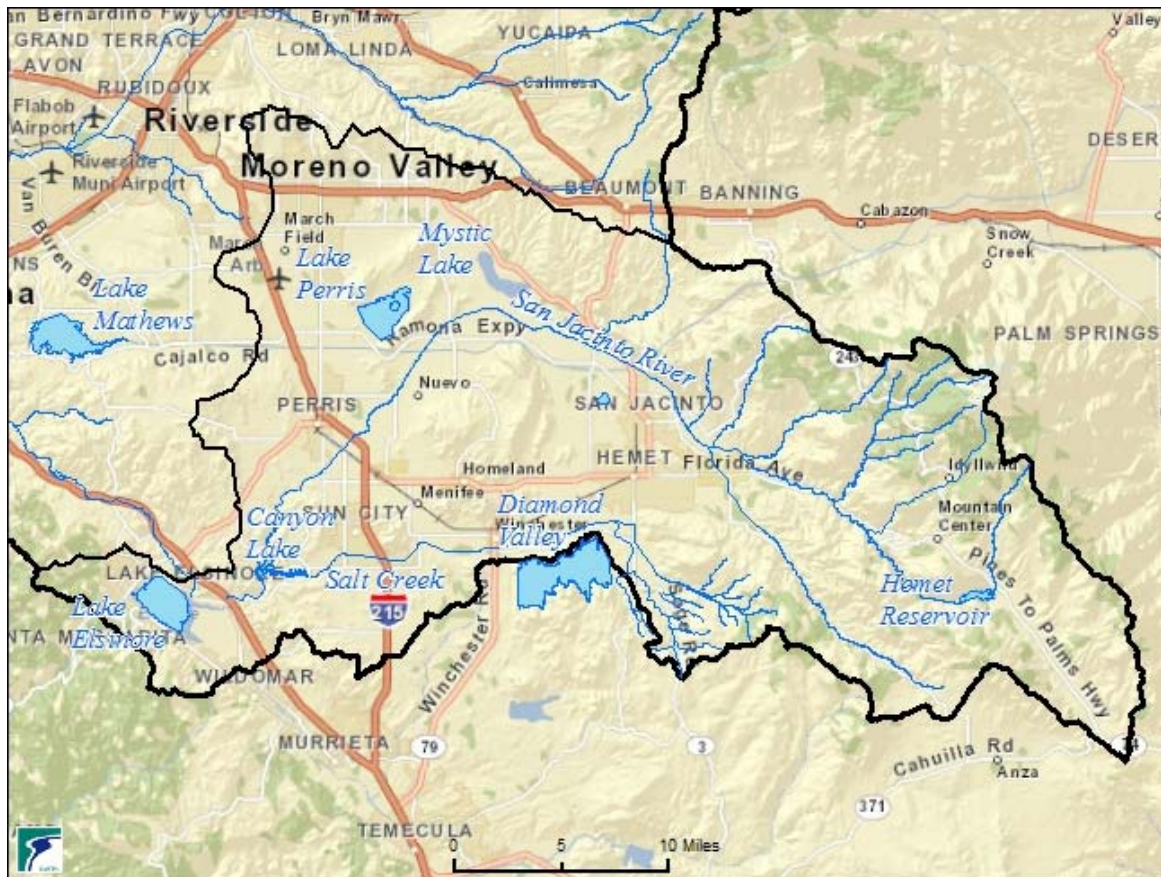
In 1998, the Santa Ana Water Board added Canyon Lake and Lake Elsinore to the 303(d) list of impaired water bodies due to eutrophic conditions. Elevated nutrient concentrations in the water column have caused significant algal blooms and low dissolved oxygen levels have resulted in recurring fish kills and other noxious conditions in the lakes.

In 2004, the Santa Ana Water Board adopted TMDLs to control nitrogen and phosphorus concentrations in Lake Elsinore and Canyon Lake. The LE/CL TMDLs were subsequently

approved by the State Water Resources Control Board and by the U.S. Environmental Protection Agency. Thereafter, a multi-agency task force was formed by LESJWA called the Lake Elsinore and Canyon Lake Nutrient TMDL Task Force (LE/CL TMDL TF). The LE/CL TMDL TF has actively been conducting water quality monitoring, studies, analysis and implementation projects to improve water quality at both Lake Elsinore and Canyon Lake since its formation. LESJWA serves as the administrator on behalf of the Task Force.

One of the requirements of the LE/CL TMDLs is for the task force to prepare and implement a Watershed-wide Nutrient Monitoring Program to evaluate compliance of nutrient loads from the upstream watershed arriving at each lake.

**Figure 1. San Jacinto Watershed including Lake Elsinore & Canyon Lake**



In March 2006, the Santa Ana Water Board approved a single comprehensive nutrient monitoring plan to address the requirements of the LE/CL TMDLs (“Lake Elsinore and Canyon Lake Nutrient TMDL Monitoring Plan”). This plan, funded and developed by LESJWA and the LE/CL TMDL TF, developed a phased monitoring approach to account for significant gaps in information required to understand in-lake and watershed processes. Through this phased approach, the LE/CL TMDL TF was able to develop a priority schedule for addressing data gaps. This enabled them to focus on the most prominent data gaps and limitations to the nutrient calculation in the LE/CL TMDL, while performing an agreed upon level of monitoring to remain consistent with the Basin Plan requirements to track compliance with the LE/CL TMDLs.

In early 2015, the LE/CL TMDL TF developed and submitted to the Santa Ana Water Board for approval a Phase 2 Monitoring Plan. This plan reassessed the compliance monitoring needs of the LE/CL TMDL and proposed an approach to enable the LE/CL TMDL TF to collect the necessary data to enable them to monitor and track compliance with the requirements of the LE/CL TMDLs.

In 2017, the LE/CL TMDL TF initiated an extensive process, in coordination with the Santa Ana Water Board staff, to update and revise the LE/CL TMDLs. This effort resulted in a number of proposed modifications to the Phase 2 Monitoring Plan.

Further, the LE/CL TMDL TF recommended in the Phase 2 Monitoring Plan that monitoring to support the Canyon Lake alum application program and LEAMS be incorporated into the monitoring program.

## **PURPOSE**

LESJWA is seeking proposals from qualified firms to implement the LE/CL TMDLs compliance monitoring program based upon the [Phase 2 Comprehensive Monitoring Work Plan \(July 2016\)](#), and [Quality Assurance Project Plan \(September 2016\)](#), including modifications to the monitoring program proposed by the revised LE/CL TMDLs as detailed in Section 8 Monitoring Requirements of the TMDL Technical Report: [Revision to the Lake Elsinore and Canyon Lake Nutrient TMDLs \(December 2018\)](#).<sup>1</sup> Additionally, this proposal should also include monitoring to support the Canyon Lake Alum Application Program and LEAMS as described in the [Canyon Lake Alum Application Program Water Quality Monitoring Memorandum](#) and [LEAMS Effectiveness Monitoring Plan](#).

## **TERM OF AGREEMENT**

The Agreement period will be for three years, beginning in FY 2020-21, with the option to exercise two additional one year extensions.

## **SCOPE OF WORK**

The scope of this project will include the following work activities.

### **Task 1 – Coordination Activities with Lake Elsinore Canyon Lake TMDL Task Force**

The consultant will meet with LE/CL TMDL TF to review and discuss past implementation of the monitoring program, obtain site safety analyses, visit field sites, discuss project scope, information needs, deliverables, schedule, and related information. Pertinent documents and information will be provided to the consultant for review. Any necessary follow-up tasks required to facilitate the transition of monitoring data collection from the Phase 2 monitoring consultant to any newly selected consultant for monitoring associated with the proposed monitoring requirements shall be determined and a schedule set for such transfer, if necessary. The consultant will prepare minutes of the meeting and distribute for review and comment.

**Task Deliverables:** Meeting Summary Memo

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<sup>1</sup> Monitoring program proposal needs to include cyanotoxin monitoring as described in the December 2018 TMDL Technical Report. This monitoring will follow the recommendations for water quality criteria approved by EPA in May of 2019.

## **Task 2 – Contract with Laboratory**

Consultant under this proposal will be responsible to contract with a qualified laboratory (or laboratories) and provide a list of the analytical methods and pricing to the LECL TMDL TF.

**Task Deliverables:** Laboratory Analysis Methods and Pricing Memo

## **Task 3 – Implement Monitoring Program**

The consultant will conduct water quality monitoring consistent with the proposed Monitoring Requirements, the Canyon Lake Alum effectiveness monitoring memorandum and LEAMS effectiveness monitoring plan.

Consultant will collect the necessary samples; coordinate and supervise analyses of the samples by a qualified laboratory; conduct quality assurance and quality control; review and summarize results in quarterly written reports; and, submit all water quality and related data to the LE/CL TMDL TF in an electronic format.

Consultant will submit all monitoring data related to LEAMS on a monthly basis to EVMWD in an electronic format.

**Task Deliverables:** Water Quality Data and Quarterly Monitoring Reports, Monthly LEAMS Monitoring data.

## **Task 4 Data Management**

The Consultant will oversee and complete the following data management activities as described in the LE&CL TMDL Monitoring Program QAPP including

- Receive all field data sheets and site photographs from Monitoring staff;
- Receive all sample results from Laboratories and review data to ensure compliance with QAPP requirements;
- Enter all data into the project database in an acceptable format and implement data entry QA/QC checks as required by the QAPP;
- Prepare data for upload into the CEDEN database in accordance with instructions from the Task Force.
- Review and summarize results in quarterly written reports detailing work completed, problems encountered and how any problems were resolved.

### **Task Deliverables:**

- Upload data to CEDEN database on a monthly basis
- Submit water quality and related data on an annual basis to LESJWA in an electronic format (including scanned copies of all lab reports, field notes, pictures, etc.).
- Perform database queries and provide extract spreadsheets upon request of the Task Force administrator.

## **Task 5 – Attend Lake Elsinore Canyon Lake TMDL Technical Advisory Committee Meetings**

Attend up to six (6) meetings per year of the LE/CL TMDL TF to provide updates of monitoring activities and to provide quarterly summaries of monitoring results to the Task Force.

**Task Deliverables:** Meeting Attendance

## **Task 6 – Draft and Final Annual Water Quality Monitoring Report**

Prepare and submit to the LE/CL TMDL TF a draft Annual Water Quality Monitoring Report for review and comment. Upon coordination with the LE/CL TMDL TF, comments will be incorporated in preparation of a final report that should include a comment-response matrix.

Consultant shall submit the draft and final report in electronic format to LESJWA. No hard copies are required. Sufficient time shall be provided in the project schedule to allow review of the draft preliminary design report by the LE/CL TMDLTF.

**Task Deliverables:** Draft Report and Final Report including Comment-Response Matrix

## **Task 7 – Support 2020 TMDL Compliance Report**

It is anticipated (assuming the 2004 TMDL hasn't been superseded or amended by a revised TMDL by December 31, 2020) that stakeholders will be required to submit to the Santa Ana Water Board a TMDL Compliance report that presents data collected between January 1, 2011 and December 31, 2020 by early spring of 2021.

For this task, the consultant will assist the Task Force Regulatory Strategist in the preparation of the 2020 TMDL Compliance Progress Report based upon the TMDL compliance targets described in the 2004 TMDL.

This will include compiling TMDL compliance water quality and related data collected between January 1, 2011 and December 31, 2020, preparing data tables and graphs for the report, and potentially, revising information previously submitted in applicable annual reports.

**Task Deliverables:** Data, Tables and Graphs to Support 2020 TMDL Compliance Progress Report

## **Task 8 – Americans with Disabilities Act (ADA) Standards for Accessible Design**

The Department of Justice (DOJ) published the Americans with Disabilities Act (ADA) Standards for Accessible Design in September 2010. These standards state that all electronic and information technology must be accessible to people with disabilities.

The following link describes what is needed to be done to make deliverables ADA compliant:  
<https://www.qvsu.edu/dsr/making-documents-accessible-90.htm>

Consultant will ensure that all previously described task deliverables are compliant with the new ADA Standards for Accessible Design.

## PROJECT PROPOSAL

The proposal submitted to LESJWA shall include the following as a minimum.

1. **Experience & Qualifications** – The Proposer shall provide descriptions of five (5) similar projects that have been successfully completed.
2. **Scope of Work** – The Proposer shall provide a detailed description of the tasks it proposes to undertake to complete the Project.
3. **Description of Equipment** – The Proposer shall detail a list of equipment they will use to complete the tasks.
4. **Project Schedule** – The Proposer shall provide a schedule for completing the Project. The schedule shall show each scope of work task and its activity duration.
5. **Compensation Budget** – The Proposer shall provide a budget detailing scope of work tasks and material costs.

## PROPOSAL REQUIREMENTS

Responses to this RFP must be made according to the requirements set forth in this section for content and sequence. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal. Responses to this RFP shall be prepared as concise as possible. The proposal should be not more than 25 pages long, not including resumes that may be included in an appendix. Submittal of boilerplate marketing materials is discouraged.

All proposals must include the following information:

1. Cover letter, including name, telephone number, fax number and address of the firm.
2. Table of Contents.
3. Background information about the proposer, including technical qualifications, size of firm and licenses. Description of the proposer's business; i.e., individual, partnership, joint venture, etc., and background information of subcontractors to be used.
4. Organization chart showing proposed management and project team.
5. Complete list of personnel, including subcontractors that will be dedicated to this project.
6. The names and qualifications of staff who will participate in the project.
7. Project Schedule and Approach
8. Description of the proposer's experience. A list of similar services and project descriptions undertaken by the proposer, with beginning and ending dates, name, address, phone number, fax number, and e-mail address of a contact person for each reference. Projects must be within the last five (5) years, and preferably involve the staff identified in list of personnel.
9. Fee proposal shall include breakdown of labor hours by employee billing classification, expense reimbursement schedule that includes cost of non-labor and sub-consultant services. Fee proposal shall be broken down by major tasks. All columns and rows shall have totals.
10. Hourly billing rates for personnel to be assigned to the project.
11. Miscellaneous/Exceptions. Respondents shall thoroughly review the contents of this RFP and shall submit all supplemental information, required in this section of miscellaneous information. A [Draft LESJWA Contract Agreement](#) that the consultant/firm will be required to sign; which covers the terms, insurance, indemnity and other global contracting requirements. The respondent must identify any exceptions to that draft agreement as an element of the proposal submitted for review and consideration.

## **SUBMITTALS**

Submit a complete electronic copy of the proposal and related information to Rick Whetsel, Senior Watershed Manager at: [rwhetsel@sawpa.org](mailto:rwhetsel@sawpa.org).

All proposals must be received by **4:00 p.m. on Monday, March 2, 2020**. Proposals received after the stated time will be returned unopened and will not be considered. Thereafter, a review panel, composed of members of the LE/CL TMDL TF and LESJWA staff, will conduct question and answer interviews. If additional information is needed, contact Rick Whetsel at (951) 354-4222 or [rwhetsel@sawpa.org](mailto:rwhetsel@sawpa.org).

## **PROPOSED SCHEDULE**

January 28, 2020	Issuance of Request for Proposals
March 2, 2020	Proposal due from Consultants by 4:00 p.m.
March 25, 2020	Recommendation of Consultant by the LE&CL TMDL TF
April 16, 2020	LESJWA Commission Approval of Consultant Contract

## **EVALUATION CRITERIA**

Evaluation of qualifications will be conducted on the following:

- Responsiveness to the RFP
- Experience and qualifications of the assigned individuals/firm
- Project Approach and understanding of needs
- Appropriateness of proposed fee structure
- Project Schedule
- Anticipated value and quality of services received

LESJWA reserves the sole right to evaluate and select the successful proposal. The selection process is anticipated to include an evaluation of the proposal and an interview.

## **GENERAL REQUIREMENTS**

1. All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. LESJWA reserves the right to negotiate with any qualified source. LESJWA reserves the right to reject any or all proposals for any reason or for no reason at all.
2. LESJWA reserves the right to request further information from the proposer either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.
3. LESJWA reserves the sole right to judge the proposers' representations, either written or oral.
4. Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP and [Draft Contract Agreement](#).
5. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be LESJWA's responsibility and its decision shall be final.
6. LESJWA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that has received an RFP. Should such addenda require additional information not previously



requested, a proposer's failure to address the requirements of such addenda might result in the proposal not being considered.

7. All proposals submitted in response to this RFP will become the exclusive property of LESJWA. At such time as LESJWA's recommendation to the LESJWA Board relative to proposal selection appears on the Board Agenda, all such proposals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each proposal which are defined by the proposer as business or trade secrets, and so marked, as "confidential" or "proprietary." LESJWA shall not in any way be liable or responsible for the disclosure of any such proposals or any part thereof if disclosure of any such proposals or any part thereof is required under the Public Records Act.
8. LESJWA shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.