

Tuolumne Utilities District

Tuolumne Ditch System Sustainability Project

The Tuolumne Utilities District (“District”) is seeking to enter into an agreement with an individual, partnership, or firm for cultural, environmental and engineering services for the development of a Ditch System Sustainability Project (“DSSP”). The District expects the project to be a cooperative and collaborative effort between District staff and the consultant team.

Project Background

The District manages approximately 56 miles of historical ditches. The system delivers water to sixteen surface water treatment plants, and to agricultural and domestic users throughout the county. In May of 2008 the District adopted a Strategic Plan. The Plan identified District Mission, Vision and Core values which are to be reflected in its course of operation. One of the objectives in the Strategic Plan was the creation of a DSSP. Of particular relevance to DSSP is the core value of “*stewardship of the environment and our heritage*”. A portion of the District Vision states the District will:

- Maximize available water supplies and secure additional supplies to meet current and future needs,
- Practice environmental stewardship for multiple benefits and protect our resources
- Recognize the importance of local cultural and historic resource in our planning efforts
- Manage long term costs to protect future affordability

Prior to adopting the Strategic Plan, the District started a Ditch Optimization Study in 2002 which was not completed due to a variety of financial and political reasons. Data from that project is included in this RFP.

The Ditch System

The system has been in continuous use since the Gold Rush, delivering water to mines, ranches, farms, lumber mills, individual landowners and treatment plants. The ownership is divided between the District and PG&E, with PG&E owning and maintaining the main canal and the District owning and maintaining the rest of the ditch facilities. The DSSP shall only address the portion of the system that is owned and operated by the District.

The ditch system threads its way from high elevation to low, between forest, rural, urban, commercial and agricultural settings, and could be considered a

cultural landscape. The canal and ditch system may provide a variety of social, economic and environmental benefits for the community of Tuolumne County as a whole. Among these are gravity-fed water, fire protection, wetlands, recreation, trails, living history, wildlife habitat, connectivity and migratory corridors, aesthetics, and community identity. It is these values that the District would like to retain.

Project Goal

The goal of the project is to sustain the values of the ditch system by developing a comprehensive plan for the management of the system. The DSSP is intended to determine the potential listing of the system for registration under the National Register of Historic Places, development of strategies to sustain the system in the future, educate the public on the ditches and to share the knowledge gained from this project with others in the Sierra region.

The DSSP shall identify the system's values and develop management objectives, tools and maintenance strategies that protect, manage and enhance the multiple values of the system while improving water delivery.

Scope of Work

The DSSP shall complete, at minimum, the following tasks:

1. Evaluation of the ditch system for potential eligibility for the National Register of Historic Places (NRHP)-

Adequate field and archival work shall be performed to determine the potential eligibility of the ditches as a system or historic district as a whole or in part to the NRHP. This portion of the DSSP shall be completed early on in the project schedule because of the impact it will have the other portions of the project scope.

A determination of eligibility to the NRHP will position the system to allow for the development of protection, management and enhancement measures in the form of a Historic Properties Management Plan. A determination of ineligibility could impact the type of maintenance practices and funding opportunities that are available to the District.

In making the evaluation of the ditch system's significance, the consultant shall consult the implementing regulations of the California Register (CCR, Title 14, Chapter 11.5, Section 4852) and the National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

This portion of the work shall also explain why the ditch system is eligible for NRHP, a review of the cultural landscape and the ditch system and a review of the system as a potential historic district.

2. Develop of a Capital improvement Program (CIP) -

Based on the NRHP determination and other work in task 1, a 20-year CIP shall be developed to address ongoing maintenance practices and improvements to the ditch system. The CIP shall be designed so that TUD staff can prepare updates every five years.

The CIP shall also address;

1. All physical elements of the ditch system including as a minimum flumes, lined sections, piped sections, road crossings and drainage structures.
2. The operation and maintenance strategy developed in task 4 below.
3. Projects to protect and preserve the ditch, treat and or eliminate pollution sources, as well as reduce flood water-related ditch failures.

3. Develop and implement public outreach and educations programs -

The creation of public outreach and education programs is intended to inform and educate the public about the importance of the system. The program will address:

- The functions of the ditch system including water supply
- The ditch system place in County, State, National and international history,
- The environmental, including biological benefits of the ditch system
- The impacts on the ditch system and its water quality by humans and their activities
- The history, purpose and conservation of the ditch system including the remaining historical resources
- Land use and maintenance practices
- Permits and approvals required for private property improvements within the sphere of influence of the ditch system
- The recreational uses and other potential uses of the ditch system
- The ditch system's uses and value in fire protection

The programs shall include signage, pamphlets, school education programs, web based and / printed informational articles and other methods to inform and educate members of this county and to regional entities educating on the approach and processes under taken.

4. Develop a ditch operation and maintenance strategy to reduce water loss -

It is estimated that 40 percent of the water flowing in the ditch system is not available for sale. A program to reduce water loss shall be developed through the evaluation of the past and current operation of the ditches and the maintenance strategies developed in tasks one and two above. The program shall make specific recommendations to improve operations and maintenance of the system to reduce the amount of water that is not available for sale.

The program shall also enhance and focus water supply that is not available for sale to be used for ecosystem and regional hydrology, reduction in the fluctuations in ditch flows, reduce operating costs and ensure sustainability.

5. Enhance the existing Geographic Information System (GIS) on the ditch system -

The District has developed a GIS system that is included in this RFP. The information shall be enhanced to include cultural resource information developed in task one and any additional information that is needed for tasks two and four. The District used an outside consultant, Solstice Geospatial from Sonora, and a part-time employee in the development of the existing GIS system. The District will provide a part-time employee to work with the consultant to field locate important features along the system. Such as, but not limited to, features of historic significance, wetlands, critical habitat, and sensitive species, as determined by the consultant, for incorporation into the GIS system.

This portion of the DSSP shall coordinate with the previous consultant to develop an implementation program of the GIS system. The GIS system will support other program activities including alternatives development, cost estimating, CEQA compliance, permitting and ongoing operation and maintenance including performance monitoring when applicable.

6. Work with the DSSP Stake Holder Group -

The ditch system is considered part of the county identity by some community members. With the goal of keeping the community and other agencies informed about the DSSP, and to solicit feedback on the DSSP, the District will create a stake holder group. The group will include:

- Tuolumne County Planning and Health Departments
- Cal Fire
- Local environmental organization representation

- Tuolumne County Farm Bureau
- One Community member
- County Schools
- Historical society
- CA Department of Fish and Game

The group will provide nonbinding feedback on the DSSP. It is estimated that there will be four two hour meetings with the stake holder group.

7. Develop a case study of the project -

The DSSP is being partially funded by the Sierra Nevada Conservancy (SNC). There are other agencies within the SNC area that have ditch systems of similar age and use. The case study of the DSSP shall develop a “white paper” that shall be used throughout the SNC area to aid and guide other agencies and communities on the operation, maintenance and public education of their ditch systems. The “white paper” shall detail the work completed on the specific tasks listed else were in this request.

Additionally the “white paper” shall address and comment on the additional work listed below to a level that will either fully complete the work item or to a point that will demonstrate that the work item is not appropriate or valid.

1. Research the development of a ditch system wetlands mitigation bank, including market analysis, agency consultation, candidate site identification, pre-design and analysis of operational costs;
2. Identify and map locations on the ditch system where water quality degradation is occurring, including mapping of storm drains, run-off from developed properties and septic system leach fields;
3. Evaluate the function of the ditch system in flood water conveyance and its impact on the operation of the ditch system;
4. Identify and map groundwater well locations in the vicinity of the ditches. (This will be limited to the distance of reasonable potential influence.)
5. Complete trail usage mapping to graphically identify high usage areas, usage conflicts, opportunities for improvements to protect water quality, provide public access, and develop ditch trail standards to protect water quality from public use;
6. Evaluate and document areas for potential increase in natural water storage along the ditches, access for firefighting water and incorporating fuel breaks as part of the ditch system;
7. Evaluate areas at high risk of fire for linkage to increased water storage;
8. Research and develop information on land, water quality, and recreation benefits of the development of conservation, open space, or other

permanent easements across private property on the ditch system in cooperation with targeted landowners;

9. Develop policy recommendations for possible incorporation in County land-development manuals and other plans;
10. Work with the District and the DSSP Stake Holder Group to identify appropriate partners to ensure sustainability of the ditch system and how to integrate partners into maintenance and outreach programs;
11. Develop strategies to link the ditch system to heritage tourism and recreation;

8. Deliverables –

The consultant team shall at a minimum, develop and deliver to the District in printed and electronic format:

- A determination of eligibility for the NRHP and all supporting documents, which may include a cultural landscape report, to file for NRHP registration.
- Site recordations on DPR forms of each of the ditches including all features (rock retaining walls, historic flumes) recorded, illustrated, photographed, mapped and integrated into the GIS system.
- Evaluation document of the entire system with respect to the NRHP criteria (A-D).
- A 20 year CIP that is in conformance with task two.
- A public outreach and education plan that can be implemented by the District.
- A ditch operation and maintenance strategy to reduce water loss
- Historic Properties Management Plan, if required.
- A case study / “white paper” on the project addressing all tasks listed above.

9. Board Presentations –

The consultant shall make periodic presentations to the District Board of Directors to inform the Board of project progress and receive direction from the Board. The fee proposal shall include three two hour presentations to the Board and one four hour Board workshop.

Processing of Proposals

Written and Oral Questions: Insofar as practicable, any relevant questions concerning the request for proposal for work shall be directed orally or submitted in writing to Thomas L. Scesa, District Engineer. Written inquiries shall

be directed to tscesa@tuolumneutilities.com, or TUD, 18885 Nugget Blvd., Sonora, CA 95370, or FAX (209) 536-6485. Oral communication shall be at telephone # (209) 532-5536 ext. 516.

Submission of Proposal: To receive consideration, twelve (12) copies of the proposal shall be received by **2:00 PM, Thursday, June 30, 2011**. Sealed proposals, labeled "Tuolumne Utilities District – Ditch System Sustainability Project Proposal", shall be mailed or hand delivered to: Tuolumne Utilities District, Attention Thomas L. Scesa, District Engineer, at 18885 Nugget Blvd., Sonora, CA, 95370. Proposals received after that time will not be accepted. All proposals will be held in confidence prior to the stated date and time of the opening of the proposals.

Schedule for Proposals: The schedule for proposals and consultant selection will be as follows:

- | | |
|---------------------------------|-----------------|
| a. Request for Proposal Mailing | May 25, 2011 |
| b. Proposal Submittal Date | June 30, 2011 |
| c. Review of Proposals by TUD | July 2011 |
| d. Interviews and negotiations | August 2011 |
| e. Selection by Board | August 23, 2011 |

TUD specifically reserves the right to modify, change, or extend these dates as necessary.

Responsibilities of the Consultant

The consultant shall be required to provide cultural, environmental and engineering services for the preparation of all items described in the Scope of Work above, and provide the required submittal within a specified time schedule.

Responsibilities of Tuolumne Utilities District

TUD shall make available all documents, studies, plans, drawings, specifications, and any other information within its possession readily available that may be useful in the completion of the proposed work. TUD shall dedicate sufficient District staff to complete the scope of work and to meet the specified time schedule.

Termination of the Contract

TUD reserves the right to terminate the contract which will result from this proposal, in whole or in part, at any time within thirty (30) days advance written

notice. In such case the consultant shall be paid for work completed through the termination date, and the results of all work conducted shall become the property of the District.

Type of Contract

Compensation for the proposed consulting services outlined herein shall be a not-to-exceed, fixed-price contract. (See attached Standard Consultant Services Agreement.) A qualifications based selection process will be used for this project.

PROPOSAL FORMAT

The proposal shall include, at minimum, the following:

Proposal requirements

The project firm or team shall provide a brief narrative of their understanding of the scope of work, their approach to the project, a detailed list and description of the tasks to be performed, and the results to be obtained.

Consultant's Experience

Consultants shall demonstrate the project team's knowledge and experience in the fields of cultural, environmental, cost estimating and engineering services. Consultants shall submit a list of similar projects completed within the last five years, in terms of scope and complexity, including the name and telephone number of the owner's representative for each project listed whom the District may contact for reference. The list shall include the estimated cost and final cost, as well as the estimated and final completion dates of the projects listed.

Project Team

Consultants shall identify the persons within the project team assigned to this work, provide an organization chart for this project, and include a resume of the key personnel involved, including definition of roles and experience on similar projects. Consultants shall discuss the potential for key personnel who could later be assigned to other projects at the expense of this project. Key project personal shall not be assigned away from this project without District approval.

Approach

Consultants shall provide a narrative describing the approach to the project, the sequence of events to be undertaken, and the method of keeping the District, Stake Holder Group and Board of Directors informed on the progress and cost of the project.

Schedule

Consultants shall provide the estimated time period, schedule, and date for completion of this work. Consultants shall include a task layout, in bar chart format, specifying critical dates, milestones, and the time to accomplish each task. This layout should demonstrate the consultant's knowledge and familiarity with this type of project. The project shall be completed by February 2012.

Length

The body of the proposal shall not exceed twelve (12) typewritten 8 ½" X 11" pages, utilizing 11 point font minimum, not including attachments such as resumes, company descriptions, project lists, title pages, indices, etc. The proposal is intended to be direct and to the point.

SELECTION OF CONSULTANT

Qualifications

The consultant team shall show evidence of its technical capability and experience in cultural, environmental and engineering fields, and the ability to complete the tasks outlined in the Scope of Work.

Criteria for Selection

An initial evaluation of each proposal submitted will be made on the basis of the demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. All proposals meeting the above evaluation will be further reviewed. The second phase of evaluation will then be made according to the following criteria:

	Criteria	Weight (%)
1.	Similar project experience.	30
3.	Qualifications and experience of the key personnel assigned to this project.	30
4.	The team's approach to the scope of work,	20
5.	Knowledge of the local area and of the District's and community needs.	20
		100

Selection

The most suited consulting teams will be interviewed by the District Board of Directors and District staff. A fee proposal will be submitted at the time of the interview for District review after the completion of all interviews.

Negotiation and Execution of Contract

Recommendation of the consultant team for this work will be made by a combination of the District Board of Directors and District staff. The team deemed to be most qualified shall be selected for fee and contract negotiations. A final determination of the services to be furnished, the type of fee arrangement and actual amount of the fee shall be established. In the event that a service and fee agreement cannot be reached with the highest rated team, negotiations will be terminated. The second highest rated team will be called to negotiate and so on until an agreement is reached. All items presented by the consultant team shall be subject to negotiation between the District and the consultant. This includes scope of work, those working on the project, time frame, and fees.

Final selection will be made by the Board of Directors as a whole. Final contract approval shall also be made by the Board of Directors.

Notification to Unsuccessful Consultants

Unsuccessful consultants not selected for this work will be notified as soon as possible following execution of a contract with the selected consultant. This process could take as long as sixty (60) days.

Conflict of Interest Information

Information on any possible conflicts of interest shall be provided in the proposal. Such information will be taken into account in making a decision on the selection of the consultant to perform the work.

Right to Reject Proposals

The District reserves the right to reject any and all proposals.

Attached Additional Information

Standard Consultant Services Agreement
Drawings of the TUD ditch system
GIS data
Ditch Optimization Project information
Sierra Nevada Grant Agreement