



Staff Report

For City Council Meeting of 7/6/2022

Subject - New Business - RFP - Water Right Compliance and Reporting Services

Synopsis: In May, the City published an invitation to bid, or Request for Proposals (RFP), to assist with assessing groundwater monitoring, surface water monitoring, and production well data in accordance with the Oregon Water Resource Department (OWRD). The RFP closed on June 16th. Only one bid was received, and is attached to this report.

Council Options:

1. Motion to approve the submitted proposal;
2. Motion to deny the submitted proposal.

Recommendation: The City has used Sound Earth before and have been pleased with their work. As they are the only bid received, staff recommends the Council motion to approve their proposal.

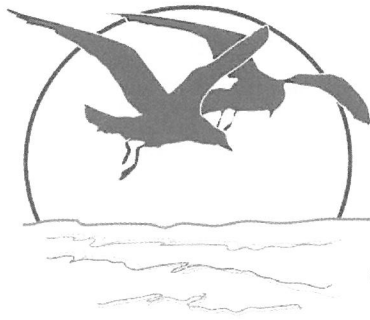
Legal Analysis: Both the legal notice and (now closed) RFP are available on the City website.

Financial Analysis: N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name "Chad", written in a cursive style.

Chad



CITY OF GEARHART

NOTICE OF INTENT TO AWARD

Posted on City's Website

Water Right Compliance and Reporting Services 2022

July 7, 2022

NOTICE IS HEREBY GIVEN, that the City of Gearhart intends to award a contract for water right compliance and reporting services to _____.

A proposer may submit a formal written protest of this Intent to Award within seven (7) calendar days of the date of this notice. The written protest must specify the grounds upon which the protest is based. For the protest to be considered valid, it must show that the protesting party is an adversely affected or aggrieved bidder as described in OAR 137-048-0240. Such protests must be submitted in writing to the City Treasurer, Justine Hill, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138, or emailed (jhill@cityofgearhart.com), or faxed (503-738-9385). Any protests received after the deadline will not be considered.

If there are questions or additional information is needed regarding the Notice of Intent to Award, please contact City Hall at (503)738-5501.



SoundEarth Strategies, Inc.
2811 Fairview Avenue East, Suite 2000
Seattle, Washington 98102

June 10, 2022

City of Gearhart
RFP Groundwater Compliance Services
698 Pacific Way
PO Box 2510
Gearhart, Oregon 97138

**SUBJECT: RESPONSE TO RFP FOR WATER RIGHT COMPLIANCE AND REPORTING SERVICES
 Oregon Water Right Permit G-16390
 Gearhart, Oregon**

Dear Ms. Hill and Selection Committee:

SoundEarth Strategies, Inc. (SoundEarth) appreciates the opportunity to provide the City of Gearhart, Oregon (the City) with this proposal for professional services for the 2022 calendar year in response to the Request for Proposal (RFP) for Water Right Compliance and Reporting Services. The proposed scope of work and tasks are based on technical and compliance support for the groundwater and surface water monitoring requirements established under the City's Oregon Water Resources Department (OWRD) water right permit (the Permit).

PROJECT OBJECTIVES

The primary objectives of SoundEarth's scope of services are to support the City's continuing compliance with the Permit and to avoid potential saltwater intrusion into the City's groundwater supply wells.

To achieve the project objectives, SoundEarth proposes to:

- Review, format, and upload monthly and quarterly data collected by City staff and analytical data generated from contracted laboratories, as required under the Permit. This includes groundwater elevations, surface water stage elevations, monthly groundwater production volumes, and water quality monitoring for total dissolved solids and chloride in the monitoring wells and the water supply wells.
- Support the City, as necessary, with continued communication with OWRD regarding quarterly and monthly data collection and review.
- Prepare and submit the annual Permit Compliance Report for 2021 to OWRD on behalf of the City.

PROJECT UNDERSTANDING AND BACKGROUND

As part of the Permit, the City is required to collect water quality and groundwater parameter data to ensure continued sustainability of the groundwater and surface water resources. The specific monitoring requirements are outlined in the Permit's *Monitoring and Action Plan*. Having provided technical support to the City since 2012 in support of its compliance with the Permit, SoundEarth has a comprehensive understanding of the project objectives and a strong familiarity with the Permit requirements and the management of the data to be reviewed as part of this scope of work.

In February 2013, the City submitted the report entitled *City of Gearhart, Oregon, 2012 Water Rights Compliance Report and Background Concentration Assessment of Groundwater Quality*, prepared by SoundEarth, to OWRD. The report provided OWRD with a comprehensive database of groundwater elevation data, groundwater production well flow data, surface water data, assessment of the effects of groundwater production on the aquifer, and a rationale for establishing numeric background water quality parameters.

Annual compliance monitoring reports for 2013 through 2020 were prepared by SoundEarth and submitted to OWRD.

PROPOSED APPROACH TO SCOPE OF WORK

Based on SoundEarth's understanding of the City's primary objectives, the Permit requirements, and the City's goals, SoundEarth has developed a proposed scope of services. The scope of services is similar to services provided by SoundEarth in previous years and includes the following tasks, as defined in the RFP:

- Task 100: Monthly Groundwater Database Updates, Review, and Data Management
- Task 200: Preparation of the 2021 Water Rights Compliance Report
- Task 300: Project Management and Coordination

Some of the tasks may need to be clarified and refined as work proceeds and additional data becomes available.

Task 100: Monthly Groundwater Database Updates, Review, and Data Management

SoundEarth will obtain, format, and compile monthly data collected by the City. The primary goal of this task is to keep the data set as current and up to date as possible to identify and address potential compliance issues in a timely manner.

Data collected from groundwater and surface water monitoring locations, which is provided by the City and the City's selected analytical laboratory, will be uploaded to Project Portal. Data uploaded to Project Portal will be reviewed for trends and monitored with regard to compliance with the Permit. If requested, access to Project Portal can be made available to City staff or others for rapid review and analysis.

SoundEarth anticipates reviewing and uploading the following:

- Electronic files of monthly groundwater pressure elevation data collected from the six groundwater monitoring wells with installed pressure transducers (MW-1A, MW-2A, MW-3, MW-4, MW-5, and MW-6)
- Electronic files of monthly water quality data collected from transducers in the foredune monitoring wells (MW-1A, MW-2A, and MW-3)
- Electronic files of monthly Neacoxie Creek surface water elevation transducer data obtained from monitoring station SW-MS1
- Electronic laboratory data deliverables for quarterly analyses of total dissolved solids and chloride in samples obtained from monitoring wells MW-1A, MW-2A, MW-3 and all the City's groundwater production wells
- Monthly manually measured groundwater elevation data for all of the monitoring wells

- Manually collected groundwater elevation data from all of the groundwater production wells with noted time since turning off the pump(s), as required in the Permit, for January, April, July, and October
- Records of monthly groundwater production well totalizer readings

Data will be formatted and processed monthly and uploaded promptly to the City's database, which is retained and accessible on Project Portal. Each month SoundEarth will review the data set for completeness, accuracy, and redundancy and identify potential data gaps as they pertain to compliance with the Permit.

Task 200: Preparation of the 2021 Water Rights Compliance Report

SoundEarth will prepare the annual 2021 Water Rights Compliance Report. The report will summarize the groundwater and surface water data collected from the monitoring network, water quality analytical data collected from the production wells, and data interpretation, and will include data summary tables, graphs, groundwater elevation contour maps, and the required electronic submission of the City's groundwater elevation data to OWRD.

A draft report will be submitted electronically to the City for review and comment. A final report will be prepared and submitted in hard copy format to OWRD. An electronic copy of the database will be submitted in OWRD format.

Task 300: Project Management and Coordination

Activities associated with this task include scheduling, coordination, and logistics with project personnel and subcontractors; communications; one meeting with the City and/or its agents; budget tracking; and general administrative tasks associated with project management.

ESTIMATED COSTS

SoundEarth proposes to conduct the scope of work for the identified tasks on a time and materials basis. The total anticipated cost for completing the proposed scope of work is approximately \$69,899. The details of the estimated costs are provided in the attached Table 1. This estimate does not include any laboratory analytical fees, which are assumed to be billed directly to the City by the analytical laboratory.

Estimated costs for Tasks 100, 200, and 300 are based on SoundEarth's knowledge of the work efforts required for completing the 2022 groundwater data management and 2021 Water Rights Compliance Report. Additional cost estimates for tasks or subsequent work efforts will be provided if additional tasks are identified, as task scope requirements are better defined, or as requested by the City. SoundEarth will provide prior notification and get City concurrence and authorization to proceed if the need to revise the scope of work and/or the estimated costs for each of the primary tasks is anticipated.

APPLICANT QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL

SoundEarth has extensive experience providing a wide variety of consulting services to public clients, including the City, Washington State Department of Transportation, the Port of Seattle, the City of Seattle, and the Washington State Pollution Liability Insurance Agency. Scopes of services conducted under these contracts have included groundwater monitoring, due diligence, site characterization, underground storage tank closure, environmental remediation, hazardous material management, wetland and shoreline evaluations, and stormwater services. In addition to these services, each of the project team

key personnel listed below has worked with the City, as well as many other public and private clients, providing consulting and data management services in support of water supply and water rights compliance projects throughout the Pacific Northwest. Given the project team's specific experience and knowledge of the City's compliance monitoring program and our demonstrated success in meeting the objectives of the City over the past ten years, SoundEarth is uniquely qualified to perform the City's requested scope of services.

Project Team Key Personnel

Chris Hyatt, RG, LHG (Senior Geologist/Hydrogeologist, SoundEarth): Mr. Hyatt is a licensed geologist and hydrogeologist specializing in groundwater supply and contaminant hydrogeology. His extensive experience related to hydrogeology and groundwater supply has included design and implementation of hydrogeologic characterizations, installation of monitoring well networks, aquifer testing and characterization for municipal water supply projects, and water rights analysis and compliance monitoring for a wide variety of clients. Mr. Hyatt has been involved with the City's water supply project since its inception in 2006. He designed the existing Gearhart wellfield, was involved with procuring the City's water right permit, and has provided continued technical support in helping Gearhart comply with the Permit.

Clare Tochilin, LG (Project Manager/Associate Geologist, SoundEarth): Ms. Tochilin is a licensed geologist and project manager with over 9 years of experience in geologic and hydrogeologic data interpretation, Phase I and II Environmental Site Assessments, remedial investigations, aquifer testing for both contaminated sites and clean water supply projects, and technical report writing. Ms. Tochilin has served as the project manager and has reviewed and managed compliance groundwater data for previous contracts with the City since 2016. She has also provided technical and permit compliance support for a bottled water company, which included the collection and interpretation of groundwater and surface water elevation data, groundwater production volumes, and water quality data.

Ryan Bixby, LG (Managing Principal, SoundEarth): Mr. Bixby is a registered geologist with more than 23 years of experience as a consultant in the Pacific Northwest. He specializes in the investigation and remediation of complex environmental issues and provision of litigation support for cost recovery and cost allocation. He is also an expert in providing regulatory support under the Washington State Model Toxics Control Act, Comprehensive Environmental Response, Compensation, and Liability Act, Toxic Substances Control Act, and Clean Water Act. Mr. Bixby has served as the Managing Principal on SoundEarth's previous contracts with the City since 2013.

Jon Turner (Database Manager, de maximis Data Management Solutions, inc. [DDMS]): Mr. Turner has over 10 years of experience with environmental data management, data analysis using geographical information systems and environmental management information systems technologies for environmental and cultural resource projects, and installation and maintenance of continuous groundwater monitoring systems. Mr. Turner and DDMS have managed the City's Project Portal groundwater database in support of Permit compliance since 2013.

SCHEDULE AND AVAILABILITY

SoundEarth is committed to providing the City with exceptional technical and compliance support in a timely and cost-effective manner. Each of the project team key personnel understands the necessity of conducting an efficient review of the groundwater and surface water data provided by City as it is received in order to identify and address any potential compliance issues as quickly as possible. The project team, as well as SoundEarth's additional technical and administrative support staff, are knowledgeable about

the data management and reporting requirements of the scope of work and will ensure that the necessary resources are always available to complete the scope of work within the necessary timeframe. Given SoundEarth's extensive experience with the City's water rights compliance program and database, we are confident in our ability to complete the scope of work within the budget we have provided. The Project Manager will utilize our well-established accounting and progress reporting systems to track the budget on a weekly basis.

REFERENCES

- City of Gearhart (Mark McFadden, 503-738-5501, publicworks@ci.gearhart.or.us)
- Seattle City Light (Jennifer Kindred, 206-684-3499, Jennifer.kindred@seattle.gov)
- City of Seattle Department of Finance and Administrative Services (Robert Farrell, 206-733-9238, Robert.farrell@seattle.gov)

CLOSING

SoundEarth appreciates the opportunity to provide the City with this proposal for high-quality technical and compliance support for the Permit. If you have any questions on this or other matters, please call us at 206-306-1900.

Respectfully,
SoundEarth Strategies, Inc.



Clare Tochilin, LG
Associate Geologist

Attachments: Table 1, City of Gearhart 2022 Cost Estimate

CRH/RKB:kak

TABLE



Table 1
City of Gearhart 2022 Cost Estimate
Water Right Compliance and Reporting Services
Oregon Water Right Permit G-16390
Gearhart, Oregon

Task No.	Description	SoundEarth Labor Categories, Rates, and Hours						SoundEarth Labor (Including 3% communications charge)	SoundEarth ODCs, Subcontractors, and Field Equipment	Task Total	
		Managing Principal \$350	Senior II Engineer/ Geologist/ Scientist \$210	Associate I Engineer/ Geologist/ Scientist \$195	Staff I Engineer/ Geologist/ Scientist \$145	CAD/ GIS Specialist I \$140	Senior Technical Writer/ Editor \$150				Project Coordinator \$120
100	Monthly Groundwater Database Updates, Review, and Data Management	4	30	16	32	2	-	3	\$ 16,583	\$ 11,477	\$ 28,060
200	Preparation of the 2021 Water Rights Compliance Report	4	60	18	20	6	6	6	\$ 23,556	\$ -	\$ 23,556
300	Project Management and Coordination	8	46	16	4	-	-	12	\$ 18,128	\$ 155	\$ 18,283
TOTAL									\$ 58,267	\$ 11,632	\$ 69,899

Assumptions to Cost Estimate

- Task 100 includes reviewing, formatting, and compiling monthly and quarterly data collected by the City of Gearhart.
- Groundwater analytical data will be generated by laboratories contracted through the City of Gearhart.



**Water Right Compliance and Reporting Services 2022
Final Evaluation and Scoring Criteria**

Applicant's Name: SouthEarth Strategies, Inc

	100% Max Score	Reviewer 1 Score	Reviewer 2 Score	Reviewer 3 Score
Approach and Project Understandability	50%	50%	50%	48%
Cost of Services	25%	20%	25%	20%
Experience and Reputation in the Field	15%	15%	15%	10%
Schedule and Availability	5%	4%	5%	3%
References	5%	4%	5%	1%
		93%	100%	82%