

**LOS OSOS GROUNDWATER BASIN  
BASIN MANAGEMENT COMMITTEE**

**REQUEST FOR QUALIFICATIONS for Professional Services as Executive Director**

You are invited to submit your qualifications to serve as the Executive Director for the Los Osos Groundwater Basin Management Committee. The Basin Management Committee is responsible for overseeing and implementing the Basin Plan for the Los Osos Groundwater Basin.

Submissions are due to the Basin Management Committee, Attention Rob Miller at 2122 9<sup>th</sup> Street, Suite 102, Los Osos, CA 93402 no later than:

**2:00 PM (PST), Thursday, June 27, 2019**

For further information, please contact Rob Miller at (805) 544-4011 or via email at [robm@wallacegroup.us](mailto:robm@wallacegroup.us).

# REQUEST FOR QUALIFICATIONS for Professional Services as Executive Director

## Summary

The Los Osos Groundwater Basin (Basin), underlies the unincorporated communities of Los Osos, Baywood Park, and Cuesta-By-the Sea in San Luis Obispo County, California. The Basin is the only source of water for residential, commercial, institutional, and agricultural development in Los Osos, and is a valuable resource for the community, region, and state. The Basin quality is in jeopardy due to the following challenges:

- Water quality degradation of the Upper Aquifer, primarily by nitrate; and
- Seawater intrusion into the Lower Aquifer

A Basin Plan was prepared to establish immediate and continuing goals for management of the water resources of the Basin. The Court approved a Stipulated Judgement in 2015 which includes the formation of a Basin Management Committee to oversee the implementation of the Basin Plan. The BMC includes representatives from Golden State Water Company, the Los Osos Community Services District, the S&T Mutual Water Company, and the County of San Luis Obispo. The function of the Executive Director is to act as the chief executive officer of the Basin Management Committee to carry out its duties and obligations. The following key documents are attached that form the basis of the Executive Director's duties:

- Los Osos Basin Plan (2015)
- Stipulated Judgement (approved by the Court in 2015)
- BMC Rules and Regulations (adopted in January 2016)

In addition, the following documents are available on the BMC website, which can be found at <http://slocountywater.org/site/Water%20Resources/LosOsos/>

- Detailed minutes of all BMC meetings since 2015
- Adopted annual reports as required by the Court
- Complete agenda packages for all BMC meetings, many of which contain important technical studies

The BMC generally holds 6 to 8 Brown Act-compliant public meetings per year to accomplish its objectives.

## Scope of Work

The scope of work is anticipated to include, but is not limited to, the following:

- In consultation with the BMC chair, prepare agenda packages for up to 8 public meetings, similar to the documents referenced above.
- Perform the broad function of acting as the administrative staff of the BMC, including communicating with staff members from the BMC parties as needed.

- Understand the technical aspects of the Basin Plan and various BMC activities and projects, though the consultant does not need to be a licensed groundwater hydrologist.
- Act as the overall program manager for BMC projects. The detailed technical work will be managed and performed by BMC consultants under the direction of the Executive Director.
- Oversee the financial operation of the BMC, including recommending an annual budget and processing invoices. Prospective consultants are encouraged to review the financial updates and budgets contained within the various agenda packages to understand the scope of this work. The law office of Brownstein Hyatt Farber Schreck (BHFS) performs the accounting function for the BMC, including the payment of approved invoices.
- Ensure timely completion of the Court-mandated Annual Report, including the filing of required information to the DWR website by April 1<sup>st</sup> of each year.
- Manage BMC consultants and vendors including scope, schedule, budget, BMC comments, and the publishing of approved work products.
- SLO County staff currently maintain the BMC website. Work with County staff to ensure that documents and agenda packages are published timely and accurately.
- Function as staff (including clerk) during BMP public meetings, including appropriate technical input on questions from both Directors and the public. Ensure that the meeting venue and audio/visual services are coordinated.
- Oversee the BMC's compliance with the Brown Act, with input from legal counsel provided by the BMC parties.
- Prepare detailed minutes of all public meetings, similar to the current minutes.
- Represent the BMC as directed to other entities, including DWR, RWQCB, and other agencies.

### **Service Fees**

Fees for the services of an Executive Director will be billed on a Time and Materials basis. The BMC annual budget currently includes \$50,000 annually for these fees. If necessary, this value can be reconsidered by the BMC.

### **Experience Requirements**

It is anticipated that the selected consultant will have experience with similar efforts, including technical experience in groundwater basin management.

### **Submittal Requirements**

All interested parties shall submit three (3) hard copies of the qualifications submittal to perform the requested services in a single sealed envelope. The following information must be included in the Qualifications Submittal:

- A Cover Letter (max 2 pages)
- A Table of Contents

- A Firm Profile (max 3 pages). Include in the profile the location of the firm's office, primary contact information, years in business, and a statement of the firm's qualifications for performing the requested services.
- References. Please provide three references. Please include name, company or organization, phone number and email address.
- An approach that describes how the consultant's experience and resources will be employed accomplish the scope defined above.
- A scope section
- Recommendations on BMC budget allocation for the services of the Executive Director.
- A copy of the company licenses and permits.

Proposals shall be submitted to the Basin Management Committee, Attention Rob Miller, 2122 9<sup>th</sup> Street, Suite 102, Los Osos, CA 93402 no later than the time and date reference above.

LATE SUBMITTALS WILL NOT BE ACCEPTED