

Siskiyou County Flood Control and Water Conservation District

Request for Qualifications and Quotation Legal Services

Please carefully read and follow the instructions. Please direct all questions to:

Siskiyou County Flood Control and Water Conservation District

1312 Fairlane Road

Yreka, California 96067

Attn. Matt Parker, Natural Resources Specialist

Phone: 530-842-8005

E-Mail: mparker@co.siskiyou.ca.us

**Submissions Received After the Deadline Will Be Rejected and Will Be Returned
to the Respondent Unopened.**

Closing Deadline Date: 4:00 P.M., December 22, 2020

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Section 1 - Intent of the Request for Quotation

1. Introduction

The Siskiyou County Flood Control and Water Conservation District (“District”) is seeking submittals from attorneys or firms with experience in representing public agencies in general governmental procedures, compliance, contracting, groundwater management and civil litigation to provide legal counsel to the District in its capacity as the Scott Valley Groundwater Sustainability Agency, the Shasta Valley Groundwater Sustainability Agency, and the Butte Valley Groundwater Sustainability Agency (collectively the “GSA”). Legal services provided to the District may include review of proposed Groundwater Sustainability Plans, advisement related to associated public agency governance, water rights, and public contracting issues, and litigation.

A firm or attorney selected as the District’s Sustainable Groundwater Management Act Counsel will serve at the pleasure of the District Board of Directors. If the GSA elects to award a contract for legal services as a result of this RFQ, it will enter into a contract establishing the terms and compensation for the subject services.

1.1. Background Information

The legislative intent of the 2014 Sustainable Groundwater Management Act (“SGMA”) is for groundwater to be managed sustainably in California’s groundwater basins by local public agencies and newly-formed groundwater sustainability agencies. Withstanding adjudicated areas, in basins

designated by the Department of Water Resources (“DWR”) as medium and high priority, local public agencies and GSAs are required to develop and implement groundwater sustainability plans to avoid potential State Water Resources Control Board (“SWRCB”) intervention.

In order to carry out requirements of SGMA, the District serves as the local Groundwater Sustainability Agency for three of the four medium priority groundwater basins in Siskiyou County—the Shasta Valley, Scott Valley and Butte Valley basins. The GSA is required to develop, adopt, and implement a Groundwater Sustainability Plan (“GSP”) for each of these three groundwater basins. GPSs must substantially comply with the requirements of SGMA, including the Final GSP Emergency Regulations which describe, among other things, the required contents of any GSP, including administrative information, a description of the basin setting, sustainable management criteria, description of the monitoring network, and projects and management actions. The Scott Valley Groundwater Basin is a partially adjudicated basin and thus development of its GSP may raise issues related to how groundwater rights, surface water rights, and other legal principles interact in a partially adjudicated basin.

The GSA is involving the public and local stakeholders in developing the GSPs through outreach and engagement, including established advisory committees and their public meetings.

The GSA is governed by the District's five-member Board of Directors that is subject to the Brown Act.

1.2. Scheduled Activities

To the extent achievable, the following schedule shall govern the review, evaluation and award of the submission. The District reserves the right to modify the dates below in accordance with its review process.

Activity Estimated Schedule	Date
a) Availability of the Request for Quotation	11.16.2020
b) Deadline for Submission of Interpretation and/or Written Questions	12.7.2020
c) Closing Date for the Request for Quotation	12.22.2020

SECTION 2 - Requirements

2.1 Respondent Qualifications

- 2.1.1 All attorneys performing services for the GSA must be admitted to practice in the State of California and be members in good standing with the State Bar of California.
- 2.1.2 The attorney with primary responsibility for the services provided to the GSA ("Lead Counsel"), must have experience providing general counsel legal services for local public agencies, special districts, or municipalities.
- 2.1.3 Demonstrated legal expertise (including counseling and litigation) in the following practice areas as they relate to public agencies and special districts in California:
 - a) Laws and regulations governing California public entities, e.g. the Ralph M. Brown Act; Public Records Act; Political Reform Act; conflicts of interest laws; general public entity and municipal law; and the California Government Code
 - b) Sustainable Groundwater Management Act (SGMA)
 - c) Water rights matters in state courts and before the State Water Resources Control Board.
 - d) Environmental law, including: California and federal Endangered Species Acts; federal Clean Water Act; the California Porter-Cologne Water Quality Act; CEQA.
 - e) Legislative and administrative (regulatory) law.
 - f) Other relevant areas pertaining to public agency law, including liability claims, legal compliance, ethics, and risk avoidance.

2.2 Submission Requirements

- 2.2.1 Cover letter (no longer than 1 page) - The cover letter should convey a clear understanding of the requirements and objectives, and why the Respondent is uniquely qualified to be awarded a contract.
- 2.2.2 Respondent's Qualifications - Summary of overall qualifications and experience of the Respondent.
- 2.2.3 Proposed Respondent Team - The Proposal shall identify the Lead Counsel who will be primarily responsible for providing legal services to the Agency, and other attorneys and staff to be assigned to the Agency legal matters. Please include the qualifications, training, and

certifications of Lead Counsel, and all other attorneys and staff who will perform the services outlined herein.

- 2.2.4 Fee Schedule - This section should identify the billing rates for listed personnel, as well as other costs or expenses that would be charged in conjunction with the work.
- 2.2.5 References - The names, addresses, and telephone numbers of three (3) clients who have contracted with the Respondent for services similar to those described in this RFQ within the last three years.

2.3. Number of Copies to Be Submitted

- 2.3.1 Please submit **one (1) original signature hard copies** to be [signed in blue ink](#) (original copies marked as such) and **four (4)** exact copies of the original.

Section 3 - Selection Criteria

- 3.1** The following criteria will be used by the GSA in evaluating submissions:
- a. Experience and competence of the identified key areas of service identified in the RFQ.
 - b. Reference recommendations.
 - c. Comprehensive rates
- 3.2** Oral presentations and written questions for further clarification may be required of some or all of the respondents.
- 3.3** The District reserves the right to reject any or all proposals submitted and makes no representation that any contract will be negotiated or awarded pursuant to this RFQ or otherwise. The District reserves the right to waive informalities and **irregularities in the proposals.**

Section 4 - Information to Respondents

4.1. Request for Information Closing Date

The District seeks to receive responses on or before 4:00 p.m. on December 22 2020. Please provide responses in a sealed envelope, box or appropriate package with “**SGMA RFQ**” marked on the outside (or in the subject line of the e-mail) and deliver to:

Siskiyou County Flood Control and Water Conservation District:

1312 Fairlane Road
Yreka, California 96097
Attention: Matt Parker
Phone: 530-842-8005
Fax: 530-842-8013
E-mail: mparker@co.siskiyou.ca.us

4.2. Interpretation, Corrections and Addenda

Please carefully examine the specifications, terms and conditions provided in the Request for Quotations. If you find an ambiguity, conflict, discrepancy, omission or error or if you have any questions please notify the contact person as shown above in 3.1 **Request For Qualifications and Quotation Closing Date** by the date shown in Deadline for Submission of Interpretation and/or Questions in 1.2 **Schedule of Activities**. Any change in the RFQ will be made only by written addendum, issued by the District and shall be incorporated in the RFQ.

4.3. General Information

The district shall not be liable for any costs incurred by the respondent in connection with the preparation and submission of this or any other response to an RFQ.

All responses and accompanying documentation submitted will become the property of the District and will not be returned.

4.4. Response Content

Please keep your response in the format outlined within this document. Use as much space as necessary to give as complete an answer as possible. If additional space is required, feel free to attach additional pages.

Please feel free to include any relevant brochures, white papers, etc., a brief history of your company, a summary of relevant background information, a describing your company’s experience of major accomplishments and/or activities similar to the information requested, etc.

Attachment A

Signature Page

(Respondent to Complete and Place in Front of Submission)

Individual/Company _____

Address _____

(P.O. Box/Street)

(City)

(State)

(Zip)

Contact Person: _____

Title: _____

Telephone No. _____ Fax No. _____

E-Mail Address _____

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the submission are true, agrees to furnish the item(s) and/or service(s) stipulated in this Request for Quotation at the price stated herein, and will comply with all terms and conditions set forth, unless otherwise stipulated.

“I certify that I have read the contents of the Request For Qualifications and Quotation (RFQ) and will comply with all requirements, unless otherwise noted by exception herein, as of the date and time of close of this RFQ”.

Authorized Representative - Name

Title

Signature

Date

Professional License No.:

Taxpayer Identification No.:
