

Request for Proposals

Hood River Basin Water Needs Assessment

1. Introduction:

During 2008, Hood River County (HRC) created a water planning group (HRCWPG) to bring together a group of stakeholders from a wide array of interests and backgrounds to create a comprehensive water planning document that all stakeholders could use as a common foundation from which to work. As water imbalance issues become more acute, this cooperative approach to watershed management will be of paramount importance. In order to continue down this path of watershed stewardship, a common foundation of the understanding of the issues and potential solutions will be necessary. Over the past 3 years, the group has worked to gather all existing reports, documents and data related to water in the Hood River Basin. In early 2011, the existing data was gathered and inventoried. An analysis of the existing data by the group pointed to some large gaps in the available information. The largest gaps were related to:

- Future supply/demand scenarios and how those would affect both human uses of water and ecological processes.
- Options for both conservation of water and storage of water that would provide for the ability to optimize water resources management for the benefit of both water users and ecological processes. This would include a trade-off analysis of the identified options.
- The potential impact of climate change on water resources in terms of quantity, quality, and timing of availability of water.
- Hydrogeology in the Hood River Basin, in particular the connections between surface water and ground water.

The HRCWPG is currently working with the Bureau of Reclamation through a WaterSmart Basin Study Grant and with Oregon Water Resources Department through a Water Conservation, Reuse, and Storage Grant. These two grant sources will be used to fill the data and information gaps mentioned previously.

The HRCWPG is soliciting assistance for several information gaps that must be filled in order to craft a guiding plan that balances the needs of all water interests for the next fifty years. This Request for Proposals (RFP) will address a water needs assessment for the Hood River basin.

Hood River County will contract, manage and oversee all aspects of the project. The Hood River County Water Planning Group will act in a technical advisory role to Hood River County during the course of the project.

2. Scope of Work and Consultant Responsibilities:

A comprehensive water needs assessment will be conducted using existing, compiled information and data as well as research and interviews. The assessment will include potable water needs, irrigation water needs, industrial water needs, and hydroelectric water needs. Permitted use and actual use will be included in the assessment. Total available flow in the Hood River will be calculated based on gauging data and will be provided to the chosen consultant to include in the final report.

3. Tasks

- Review all compiled data relative to tasks below to determine what is currently available and what must be researched. The compiled information can be found at:
http://www.co.hood-river.or.us/index.asp?Type=B_BASIC&SEC={C5DF5004-3FD7-437C-A7D3-BA6C7C5A3457}
- Identification (name and GPS coordinates) for all current sources/diversions for potable water systems and associated infrastructure;
- Identification (name and GPS coordinates) for all sources/diversions for irrigation water systems and associated infrastructure;
- Identification (name and GPS coordinates) for all sources/diversions for industrial water systems and associated infrastructure;
- Identification (name and GPS coordinates) for all sources/diversions for hydro-electric water systems and associated infrastructure;
- Identification of the amount, type, period of use, and priority date of water rights associated with each identified potable, irrigation, industrial, and hydro-electric production water sources identified above;
- Identification of the water demand on a monthly basis (actual usage) for each of the potable, irrigation, industrial, and hydro-electric water sources identified above for the period of 2001-2011 (inclusive);
- Identification of the potential future demand for potable water based on full build out with current land use zoning. Hood River County will provide the full build out information for the calculation of potential demand;
- Identification of factors that could affect the future demand (increase or decrease) for potable, irrigation, industrial, and hydro-electric water sources;
- Using supplied flow information, incorporate flow data into final report.

Schedule

Date	Task
June 2012	Issue bid package (RFP) for water needs assessment.
July 2012	Select water needs assessment consultant and contracting.
July - December 2012	Conduct research and interviews.
January – March 2013	Write final report
April 1, 2013	Final report

4. Deliverables

The final report will document the overall assessment approach, the assessment objectives, the assessment category and any factors or variables affecting the content of the final report. The final report will contain the following key items:

- A summary of project planning/scoping and stakeholder consultation/participation, methods, and sources of information.
- A map of the basin with locations of diversions/sources, potable water district boundaries, irrigation district boundaries, hydroelectric facilities, industrial water user locations, and locations of key infrastructure.

- A summary of potable water rights and actual use by month from 2001 through 2011.
- A summary of each of the key potable water districts including: source, zone of contribution, how the zone of contribution was determined, permitted water quantity, actual use by month from 2001 through 2011, number of patrons, potential number of patrons under full build out, a summary of any previous conservation work completed and the effect, and any identified factors that could affect future levels of use. Key potable water districts include: Ice Fountain Water District, Crystal Springs Water District, The City of Hood River Water, Mt. Hood Meadows, Parkdale Water Company, Odell Water Company and Oak Grove Water Company.
- A summary of irrigation water rights and actual use by month from 2001 through 2011.
- A summary of each of the key irrigation districts including: source, permitted water quantity, actual use by month from 2001 through 2011, number of acres served, number of patrons, potential for expanding acreage, a summary of any previous conservation work completed and the effect, and any identified factors that could affect future levels of use. Key irrigation districts include: Middle Fork Irrigation District, Farmers Irrigation District, East Fork Irrigation District, Dee Irrigation District, and Mt. Hood Irrigation District.
- A summary of industrial water rights and actual use by month from 2001 through 2011
- A summary of each of the key industrial water users including: source, permitted water quantity, actual use by month from 2001 through 2011, type of use, potential for expansion of use, summary of any previous conservation work completed and the effect, and any identified factors that could affect future levels of use.
- A summary of hydroelectric production capacity, water rights, and actual use by month from 2001 through 2011, actual production by month from 2001 through 2011.
- A summary of each of the key hydroelectric water users including: source, production capacity, permitted water quantity, actual use by month from 2001 through 2011, actual production by month from 2001 through 2011, potential for expansion of use, summary of any previous conservation work completed and the effect, and any identified factors that could affect future levels of use.
- A summary of the total water rights of all the categories combined, actual use from 2001 through 2011 by month, potential for expansion of use, summary of any previous conservation work completed and the effect, and any identified factors that could affect future levels of use.
- Graphically depict the monthly high flow, low flow, and mean flow for each of the past 50 years for the Hood River.
- Graphically depict the total annual flow for the Hood River for each of the past 50 years.

Additionally,

- Written monthly progress reports describing work completed to date will be submitted to the HRCWPG.

5. Selection of Consultant:

Hood River County [will solicit at least three proposals](#) for obtaining professional consultant services to complete the water needs assessment scope of work. Selection will be based on consultant's price, experience with water rights and actual water use research, and experience working with irrigation districts, potable water suppliers, industrial water users, and

hydroelectric producers. Demonstrated ability to complete projects on-time and within budget is required. Prior experience working within basins similar to the Hood River is beneficial.

6. Consultant Proposal Content:

- Description of firm and applicable experience focusing on prior work within the Hood River sub basin (if any), experience with researching water rights, experience working with irrigation districts, potable water suppliers, industrial water users, and hydroelectric operators.
- Approach to project management and implementation.
- Identification and a statement of qualifications for all firms or organizations partnering on the project, if any, including relevant work experience.
- Biographies and statement of qualifications for each of the key project staff members.
- Three applicable project references listing scope of services rendered, project time period, total cost and statement of whether the project was completed on-time and within-budget and any clarification for projects that were not completed on-time and within the original budget, client project manager, phone number and email address
- The Proposal will clearly identify one primary contact person and provide that person's phone number and email address as well as an anticipated project schedule.
- A detailed project budget with cost for each task, listing specific staff assigned, staff rates, staff hours, and expenses (equipment, travel, etc.)
- Statement that total cost will not be exceeded unless un-anticipated out-of-scope tasks are required, in such a case, a task change order must be submitted to and approved by Hood River County.
- Statement that consultant commits to using the assigned staff unless approved by Hood River County.
- Respondents to this RFP must include one (1) original and seven (7) copies of the proposal, not to exceed 15 typed single-spaced pages.

7. Disclosures, Disclaimers and Reservations

- A. Hood River County will not be responsible for any costs or expenses incurred by consultants responding to this RFP.
- B. The consultant whose proposal offers the best value to the County will be selected for the project. This determination may include consideration of the proposed budget, the anticipated schedule for project completion, the experience and proximity of a consultant to the work site, and prior relevant experience with the consultant or other factors as determined by Hood River County Water Planning Group.
- C. Hood River County reserves the right to reject any or all of the proposals for completing this work based on consultant technical or cost deficiencies. If none of the specific proposals received meets the County's needs, Hood River County may reject any or all proposals and solicit additional proposals in order to locate the best value.
- D. Hood River County also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

- E. A consultant's contract may be terminated at any time if the quality of the work is unacceptable to the HRCWPG or if Hood River County determines that maintaining the consultant on contract is not in the best interests of the County. Such a determination will be made on the basis of the consistency of the consultant's work product (s) with the basic specifications, the quality of consultant's work product (s), and the consultant's responsiveness to the mission of HRCWPG.

Proposals shall be addressed to:

**Director, Hood River County Community Development Department
601 State Street
Hood River, OR 97031
541-387-6840**

All questions shall be addressed to: mike.benedict@co.hood-river.or.us

Proposals are due in the Hood River County Community Development Department by 3:30 pm Friday June 29, 2012.