

CITY OF  
GEARHART

**Staff Report**

For City Council Meeting - 3/6/2024

***Subject - New Business - Request for RFP Approval - Water Rights***

**Synopsis:** Gearhart is advancing its initiative for water supply independence by seeking additional water rights, aiming to reduce reliance on Warrenton for peak demand support from July to October. The city engaged HGS GeoSciences regarding the feasibility of water rights with the Oregon Water Resource Department (OWRD) to explore acquiring more water resources, prompted by recent population growth straining the existing system. Despite the challenges of summer demand, the study explored transferring rights within the North Coast Basin as a viable option. Initial discussions with OWRD revealed complexities in acquiring new rights, partly due to the Water Master's unfamiliarity with the region. Nevertheless, Gearhart has gathered enough data to pursue more rights and is now planning to request Council approval for a proposal solicitation aiming to fund the project with water reserve funds for increased supply capacity and independence.

***Council Options:***

1. Motion to approve the publishing of the attached RFP for the Water Rights project;
2. Take other action desired by Council.

**Recommendation:** Staff recommends proceeding with issuing the RFP and plans to present a proposal recommendation at the April City Council meeting. Additionally, a request for water reserve funds will be made at that time.

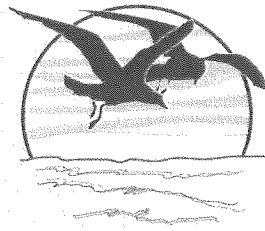
**Legal Analysis:** N/A

**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

## Request for Proposal (RFP)

Issued March 8th, 2024

### Groundwater Modeling Services

#### Proposal Requested

The City of Gearhart, Oregon (“City”) is seeking proposals from qualified individuals or firms (“Applicant”) to develop a groundwater flow model to assist in the assessment of potential increased pumping at the Gearhart municipal wellfield currently operating under Oregon Water Resource Department (OWRD) Permit G-16390 to Appropriate Public Waters (hereinafter the “Permit”).

The primary objectives of the requested scope of services are to support the City’s request for an additional water right and to evaluate a range of potential wellfield pumping scenarios, specifically to assess potential impacts of wellfield operations on the following:

- Groundwater interactions with Neacoxie Creek,
- Groundwater interactions with the Pacific Ocean, and
- Influence of seasonal variations of groundwater, creek levels, and pumping.

All proposals should be sent, and all questions and correspondence should be directed to the City Hall, Mark McFadden, [publicworks@cityofgearhart.com](mailto:publicworks@cityofgearhart.com), (503) 738-5501 at 698 Pacific Way, PO Box 2510, Gearhart, Oregon. Proposals must be signed by an authorized representative of the company.

The City intends to retain the services of the Applicant evaluated to be the best qualified to perform the work for the City, based on the Applicant’s experience, compatibility, cost and other performance criteria factors. In order to ensure a fair review and selection process, Applicants submitting proposals are specifically requested not to make other contact with City staff or Council members regarding their proposal.

Proposals will be accepted up to the hour of 3:00 pm local time on March 22nd 2024, at City Hall, 698 Pacific Way, PO Box 2510, Gearhart, Oregon 97138.

#### Estimated Timelines

This schedule is subject to change. The City does not have an obligation to conduct interviews for this RFP process; however, should staff determine there is a need, Applicants will be notified on the date

noted below. The City will not be legally obligated to adhere to the dates for the interviews, recommendations, and award.

Posting of RFP	March 8, 2024
Deadline for clarifications/questions/changes to RFP	March 15, 2024
Deadline for Protests of RFP	March 22, 2024
Proposal Due	March 27, 2024 by 3:00PM
Evaluation of Proposals Complete	March 28, 2024
Invitation to Proposers for Interview & Presentation (if necessary)	March 29, 2024
Interview & Presentation Meetings (if necessary)	April 1, 2024
Evaluation of Interview & Presentation Complete	April 2, 2024
City Council Approval	April 3, 2024
Posting Notice of Intent to Award	April 5, 2024
Deadline for Protests of Award	April 12, 2024
Commencement of Personal Services Agreement	April 14, 2024

### Project Background

Gearhart utilizes groundwater and wholesale water purchased from the City of Warrenton as a supplemental source to meet seasonal high water demands. The City began appropriating water under Permit G-16390 in July 2012. Water is appropriated via eight water supply production wells. Six monitoring wells are used for measuring groundwater quality and/or groundwater elevations. A surface water gauging station in Neacoxie Creek, located east of the wellfield, is used to monitor stream stage and several water quality parameters.

The City obtained the Permit in November 2008, allowing the City to appropriate groundwater for municipal use. The Permit allows the City to appropriate a maximum flow rate of 2.18 cubic feet per second (cfs) or approximately 42.3 million gallons per month (MGM) from November through June each year. However, maximum allowable pumping rates are reduced to between 0.289 cfs (5.8 MGM) and 0.485 cfs (9.7 MGM) from July through October.

The City's goal of obtaining additional water supply is based on necessity, economics, and independence. The current water right permit allows for sufficient flow to meet current City water demands from January through June each year. However, the Permit curtails the flow rate allowed for the months of July through October each year when population and demand are at their peak. This seasonal limitation of flow results in the City needing to purchase treated water from the City of Warrenton.

The City imports between 25 and 35 million gallons of treated water from the City of Warrenton every year. The City would enjoy the cost benefits of having its own independent water source during the summer months when water demands are highest.

In addition, the City has experienced an unexpected growth in the residential population over the past several years which has put added stress on the City's water system. The increase in population, along with future planned residential developments has led the City to realize that additional capacity will be required to meet future water demands.

The City has been in discussions with OWRD regarding the seasonal water limitations and the available options for acquiring additional water capacity. OWRD has indicated that supplementary capacity may be provided thru an additional water right, however, a detailed groundwater flow model providing

quantified estimates of key groundwater budget parameters (interactions with Neacoxie Creek and the Pacific Ocean, etc.) should be included to support the water right application package.

### **Scope of Work**

A MODFLOW groundwater flow model was previously developed for the Gearhart area to assist in the assessment of potential impacts from pumping at the then-proposed Gearhart wellfield. The model was used to evaluate a range of potential wellfield pumping scenarios, specifically to assess potential impacts of wellfield operation on the following:

- Groundwater interactions with Neacoxie Creek,
- Groundwater interactions with the Pacific Ocean, and
- Influence of seasonal variations of groundwater, creek levels, and pumping.

The primary objective of this revised groundwater flow model is to assess potential detrimental impacts such as seawater intrusion from proposed increased pumping rates of the established wellfield. The increased pumping rates are anticipated to be confined to the period of July through October each year, however, may be expanded to include increased annual demands based on projected population growth.

The scope of work includes updating the existing MODFLOW model or developing a new model with new data collected as required by the Permit. The base-model input parameters will be adjusted to reflect updated groundwater and surface water monitoring data. The revised model will utilize updated monitoring data including groundwater production and demand data, groundwater elevation data, surface water elevation data, and groundwater quality data to validate and improve model calibration.

The revised MODFLOW model may also be used to evaluate up to 6 operational scenarios for the Gearhart wellfield. These scenarios will be defined based on discussions with the City of Gearhart staff and OWRD. Potential scenarios may include evaluations of operational contingencies, climatic variations such as an extended drought, projected population growth, or for evaluating long-term monitoring goals. The model scenarios results will be used to develop operation plans for maximum pumping rates, distribution of pumping and monitoring targets for varying conditions.

The MODFLOW model update and the model scenarios results will be summarized in a concise technical memorandum that outlines the conditions that were evaluated and provide recommendations on how these results may be used for making operational decisions.

The Applicant will provide technical support to the City with assessing the water supply availability and data requirements for a new OWRD water right. The Applicant will participate in meetings with OWRD and present model results, and address OWRD comments and revisions. Some scope parameters may need to be clarified and refined as work proceed and/or additional data becomes available.

### **Proposal Content**

The proposal should clearly address the following:

- Approach and Project Understanding – The proposal shall be of such scope and depth to sufficiently demonstrate the Applicant's understanding and approach to the project. The proposal shall demonstrate the experience level and expertise of the firm for similar projects.
- Cost of Services – Provide estimated costs, schedule, and demonstrated understanding of the purpose, nature, and requirements of the project.

- Experience and Reputation in the field – Provide a brief description of the Applicant’s qualifications and experience of the project team key personnel.
- Schedule and Availability – Provide a description of the resource capacity and availability of the Applicant and appropriate staff to complete the scope of work within the general timeframe and budget.
- References – Provide at least three (3) references from public clients for whom similar services have been performed within the last 5 years.

### Submission Requirements

Proposals must be received by the City no later than **2:00 pm local time on March 22, 2024**, via email, regular mail, or hand delivery. Proposals received by facsimile will not be accepted. Late proposals may not be considered; it is the City’s sole discretion to accept or reject a late proposal. It is the Applicant’s responsibility to ensure that the Proposals are received prior to the stated submission deadline.

EMAIL: Proposals by email should be sent to Executive Assistant Krysti Ficker at [krysti@cityofgearhart.com](mailto:krysti@cityofgearhart.com). Proposals will be considered time-stamped and received by the City when they are received in the email inbox listed above. Please mark the email subject line as follows: **“RFP Groundwater Modeling Services.”** Applicants must include their name, address and contact information in the body of the email. Electronic proposal attachments shall be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx).

REGULAR MAIL: Applicants must submit one (1) signed copy and two (2) copies of their Proposal. The proposal should clearly be labeled **“RFP Groundwater Modeling Services.”** Proposals should be addressed to:

City of Gearhart  
RFP Building Official Services  
PO Box 2510  
Gearhart, OR 97138

HAND DELIVERY: Applicants must submit one (1) signed copy and two (2) copies of their Proposal. The proposal should clearly be labeled **“RFP Groundwater Modeling Services.”** Proposals should be addressed to:

City of Gearhart  
RFP Building Official Services  
698 Pacific Way  
Gearhart, OR 97138

Proposals must provide all requested information and must be in conformance with the instructions. The City reserves the right to reject any or all proposals.

### General

The City will consider proposals only from Applicants that, in the City's sole judgment, have demonstrated the capability and willingness to provide high-quality services to the public of the City in the manner described in this RFP.

## **Evaluation and Scoring Criteria**

Proposals will be evaluated by the City on the basis of what is most advantageous for the City. The evaluation will consider:

- Approach and Project Understanding (20%)
- Cost of Services (20%)
- Experience and Reputation in the Field (20%)
- Schedule and Availability (20%)
- References (20%)

## **Selection of Qualified Applicant**

Each proposal must satisfy the objectives and requirements detailed in this RFP. The City will select the most advantageous proposal based on all the evaluation factors set forth in this RFP. The City will make the award that is in the best interest of the City. Successful respondents shall be determined by an evaluation of the total content of the proposal submitted. The City reserves the right to:

1. Cancel the procurement or reject any or all proposals in accordance with ORS 279B.100,
2. Award a contract for the requested services,
3. Request additional information from those making a proposal,
4. Request personal interviews.

Every proposal submitted should be valid for a minimum of 90 days after the RFP submittal deadline.

## **Method of Reward**

The City reserves the right to award this project to the Applicant that demonstrates the best ability to fulfill the requirements of the contract. The successful Applicant will be chosen based on the selection criteria described above.

The City intends to award the selected Applicant with a contract for a period of 6 months. However, the City retains the right to extend the length and terms of the contract for an extended period based on the discretion and best interest of the City.

The Applicant selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining Applicants who submitted a proposal. The successful Applicant shall commence work only after execution of an acceptable agreement and the City's approval. The successful Applicant will perform services indicated in the RFPs in compliance with the negotiated Agreement.

## **City Rights**

The City reserves the right to reject all or portions of any or all proposal, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating Applicant.

The City reserves the right to extend the proposal submittal date if needed. All changes and/or clarifications will be distributed to all Applicants indicating interest in the form of addenda.

## **Inquiries**

Any questions related to this request must be directed to the City, Attention: Krysti Ficker, Executive Assistant, [krysti@cityofgearhart.com](mailto:krysti@cityofgearhart.com). Inquiries must be made in writing and submitted no later than March 15, 2024. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

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