

Request for Proposals:

Technical Services

Date of Issuance: 10/29/2021

Background

The California Water Data Consortium (Consortium) is 501(c)(3) non-profit organization founded in 2019 to support state agency implementation of the Open and Transparent Water Data Act (AB 1755, Dodd). The Consortium works actively with the state and partners to advance innovative projects that demonstrate the value of open and transparent water data.

At present, the Consortium is advancing four pilot projects, including an urban water reporting pilot project focused on aligning current urban water use and supply data collected and reported by local and wholesale water agencies with state agency reporting requirements to improve data use, reduce reporting burden, and expand access to timely, interoperable, high-quality, secure, reliable data.

Water supply and use data is vital to understanding urban water trends, needs, and future water planning by all levels of government and the public. While these data are necessary for critical water management decisions, they are often not available in the timeframes or formats required to support timely management decisions particularly during periods of drought when time sensitive decisions are necessary. Advancing this pilot project will provide both state and local agencies with improved access to data and information necessary for urban water management during drought and periods of water scarcity.

Project Objectives

Building on work undertaken at a workshop hosted by the California Water Data Consortium in La Jolla in the Fall of 2019 and reports by Redstone and the Aspen Dialogue, the Consortium's urban water reporting pilot focus on identifying opportunities to reduce redundancies, minimize reporting burdens, and better align data for both state agencies and reporting entities. The project focuses on six current and pending state agency reports (see below) that require the reporting of urban water use and supply data to achieve the following objectives:

1. Understand state agency water use and supply data reporting requirements across six existing and pending state urban water reports
2. Understand how local reporting agencies collect and report current water use and supply data
3. Understand how data users and consumers currently use water use and supply data and any impediments to its use
4. Explore opportunities for data sharing, efficiencies, alignment, comparison, and improving overall data quality between reports for state and local agencies
5. Identify issues and concerns from the perspective of all agencies (state and local) that could impede improved data sharing and alignment
6. Summarize findings and recommendations including possible future collaborations, policy recommendations, or technical solutions

Water Supply and Use Reports

The project focuses on six current and pending state agency reports that require the reporting of urban water use and supply data to the state. These are the:

- Urban Water Management Plan
- Electronic Annual Report
- Conservation Report
- Water Loss Report
- Supply and Demand Assessment
- Urban Water Use Objective

Tasks

The Consortium's programmatic work is guided by an 11-member Steering Committee and 4 Working Group Co-Chairs. Many of these individuals are actively engaged in advancing the Consortium's projects. The Consortium is seeking a consultant(s) to work closely with Consortium staff, Steering Committee members, Working Group Co-Chairs, and others to perform the following tasks. These tasks build on existing work, meetings, and analyses already undertaken by the Consortium.

1. **Analysis and Synthesis of State Agency** water use and supply data reporting requirements, including:
 - a. Completing template reports for three of the six reports
 - b. Synthesizing across the template reports
 - c. Quantitative analysis and documentation of water use and supply data using an already-established methodology
 - d. Follow-up with state agency employees, as necessary
2. **Analysis and Synthesis of Local Agency** water use and supply data collection and reporting practices:
 - a. Incorporating additional water balance frameworks into the Consortium's water balance figure
 - b. Conducting and summarizing findings from approximately 10 interviews with local water agencies
3. **Summarize information** from state and local agency analyses, including:
 - a. Developing materials to facilitate conversations at a larger workshop to be hosted next spring. Materials may be developed in collaboration with a workshop facilitator.
4. **Develop a synthesis report** from a workshop to be hosted by the Consortium in Spring of 2022.
 - a. The report should summarize key findings and next steps from the workshop and be vetted with workshop participants
 - b. Additional workshop follow-up, as necessary

Deliverables

- Completed template reports for three reports (Water Loss Report, Supply and Demand Assessment, Urban Water Use Objective) by January 16, 2021.
- Conduct interviews with approximately 10 local water agencies by January 16, 2021.
- Summarize interviews with 10 local water agencies by January 31, 2021.

- Incorporate additional water balance frameworks into the Consortium's water balance figure by January 31, 2022.
- Synthesis and qualitative analysis across all six reports by February 28, 2022.
- Develop materials to support discussion for a virtual workshop to be held in Spring 2022 with a variety of interested parties, including state agencies, local water agencies, and data users (Delivery dates to align with workshop dates).
- Work with a facilitator to support a virtual urban water project workshop (Date: TBD).
- Workshop follow up including a synthesis report from the workshop including key findings and next steps which has been vetted with the workshop participants (within six weeks of workshop date).

Timeline and Project Details

- Contract not to exceed \$40,000 USD
- Request for RFP: November 12th, 2021
- Deadline for Bidders to Submit Questions: November 5th, 2021
- Consortium Responds to Bidder Questions: November 10th, 2021
- Selection of Top Bidders / Notification to Unsuccessful Bidders: November 19th, 2021
- The Consortium would like the work to start by December 13th, 2021 and anticipate that this work would conclude in late spring or early summer of 2022.

Instructions for submission of proposals:

- Please submit via email to tmoran@cawaterdata.org and amiller@cawaterdata.org no later than end of day November 12th, 2021.
- A submission must at minimum include:
 - Description of the company and /or biographies for key staff
 - A one-page narrative about the company/consultants' experience in this area of work
 - Two samples of reports or other relevant materials for this project
 - A proposed budget