

**Cosumnes Groundwater Authority  
Program Administrator and Professional Support Services  
Request for Qualifications (RFQ):**

**JUNE 13, 2025**

**Website:** <https://www.cosumnesgroundwater.org/>

**Contact:** Rick Ferriera, CGA Vice Chair – [rferriera@amadorwater.org](mailto:rferriera@amadorwater.org)

**Introduction**

The Cosumnes Groundwater Authority (CGA) is seeking professional services from a qualified individual or firm to provide high-level administrative, coordination, and outreach support services. The selected individual or firm will support the implementation of the Sustainable Groundwater Management Act (SGMA), serve as Executive Director of the CGA, and fulfill critical operational responsibilities to ensure effective governance and regulatory compliance.

This is an independent contractor position. Submittals will be reviewed on a rolling basis until a candidate is selected. CGA intends to fill this position as soon as possible.

**About the Cosumnes Groundwater Authority**

The Cosumnes Groundwater Authority (CGA) is a Joint Powers Authority (JPA) formed to ensure coordinated groundwater management in the Cosumnes Subbasin, pursuant to SGMA. The CGA is made up of seven groundwater sustainability agencies (GSA), each acting as the exclusive GSA in their respective areas, including: Amador County Groundwater Management Authority (ACGMA), City of Galt, Clay Water District, Galt Irrigation District (GID), Omochoy-Hartnell Water District (OHWD), Sacramento County, and Sloughhouse Resource Conservation District (SRCD).

CGA is responsible for implementing the Cosumnes Subbasin Groundwater Sustainability Plan (GSP), which is subject to review and oversight by the California Department of Water Resources (DWR).

**Scope of Services**

The selected individual or firm will serve in a comprehensive executive and program administrator role, with duties that include the following:

**Task 1: Serve as CGA Executive Director / General Manager**

- Provide leadership to the CGA Board of Directors, promoting a culture of accountability, transparency, and consensus cooperation.
- Implement Board policies and strategic plans, including the CGA Annual Work Plan and Budget.

- Serve as the official Board Clerk, responsible for board materials, meeting notices, agendas, and records.
- Ensure compliance with CGA's bylaws, Fair Political Practices Act, the Brown Act, and other applicable State and Federal laws.

#### Task 2: SGMA Implementation and Coordination

- Serve as the Cosumnes GSP Plan Manager.
- Oversee SGMA compliance activities and actively manage technical consultants and contractors.
- Ensure timely responses to DWR directives, and monitor DWR publications and messaging regarding new standards, requirements, and guidance affecting compliance with SGMA.
- Lead efforts to complete the GSP 5-Year Periodic Review due in January 2027.
- Coordinate across Groundwater Sustainability Agencies (GSAs) and with neighboring Subbasins.

#### Task 3: Public Outreach and Engagement

- Act as the Cosumnes Subbasin Public Information Officer and GSP Manager.
- Build and maintain strong relationships with stakeholders from local governments, water agencies, farmers, businesses, and community organizations.
- Manage stakeholder communications and inquiries from the public, media, and partner agencies.
- Support and guide the CGA Outreach and Engagement Committee.
- Implement and update the CGA Stakeholder Communication and Engagement Plan.

#### Task 4: Fiscal and Contract Management

- Coordinate with the CGA Treasurer on all financial matters, including budgets, invoicing, and audits.
- Develop and implement internal workflows and processes for day-to-day CGA activities including the project and task schedules, the annual budget, grants administration, financial transactions, job cost accounting, financial reports, etc.
- Ensure transparency in contract administration and fiscal reporting.

- Monitor grant and funding opportunities to support GSP implementation.

#### Task 5: Organizational Development and Other Duties

- Assist the Board in assessing future staffing and resource needs.
- Develop internal workflows, policies, and procedures to support CGA operations.
- Complete other tasks assigned by the CGA Board of Directors.

#### **Contract Structure**

The selected provider will enter into a General Professional Services Agreement with CGA. Compensation and level of effort will be established annually, based on an agreed scope of work and budget (July–June fiscal year).

Monthly invoices must include a detailed breakdown of hours worked per task. All services must be delivered in accordance with professional, ethical, and legal standards.

#### **Desirable Qualifications**

- Bachelor's degree or higher in public administration, environmental management, water resources, engineering, communications, or a related field.
- 5–10 years of experience in public agency administration, water resources management, or SGMA-related work.
- Demonstrated knowledge of California water policy, SGMA regulations, and DWR reporting requirements.
- Strong organizational, communication, and leadership skills, including experience working with boards, stakeholders, and government agencies.
- Ability to build consensus, maintain cooperative relationships, and work independently under minimal supervision.
- Experience developing policies, managing consultants, and overseeing contracts and budgets.

#### **Desired Abilities**

- Articulate complex technical and policy topics clearly in both verbal and written form.
- Maintain professionalism and composure when addressing the public or working under deadlines.

- Coordinate and lead multidisciplinary teams and consultants.
- Navigate complex interagency and regulatory environments.

**Compensation**

Compensation is negotiable and based on qualifications and experience. A competitive hourly rate or monthly retainer is expected. The FY 25/26 approved budget includes up to \$50,000 for professional staffing services.

**Submission Instructions**

Interested individuals or firms should submit a qualifications package that includes:

- Cover Letter outlining interest and relevant experience.
- Resumes of key personnel proposed
- Company Profile (if applicable)
- List of Recent Relevant Projects (within the last 5 years).
- Three Professional References.
- Proposed Hourly Rate(s) and fee structure.

**Qualification Submittals must be sent electronically by 5pm, June 30, 2025, as a single PDF file to Rick Ferreira, Cosumnes Groundwater Authority Vice Chair at:**  
[rferriera@amadorwater.org](mailto:rferriera@amadorwater.org)

**Submittals must include “CGA Program Administrator and Professional Support Services” in the subject line and are to be limited to no more than eight (8) pages total.**