



**DEPARTMENT OF PUBLIC WORKS  
UTILITY DIVISION**

**REQUEST FOR PROPOSAL FOR  
2020 URBAN WATER MANAGEMENT PLAN**

JULY 20, 2021

**IMPORTANT DATES**

RFP ISSUED	June 21, 2021
REQUEST FOR INFORMATION DEADLINE: 12:00 PM	August 04, 2021
RELEASE OF INFORMATION REQUESTED	August 05, 2021
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 4:30 PM	August 23, 2021
INTERVIEWS AND SELECTION	August 24-25, 2021
AWARD DATE	September 21, 2021
APPROXIMATE START DATE	October 05, 2021

# REQUEST FOR PROPOSAL FOR 2020 URBAN WATER MANAGEMENT PLAN

## Table of Contents

1.0	OVERVIEW .....	3
2.0	SCOPE OF SERVICES.....	4
3.0	PROPOSAL FORMAT .....	6
4.0	EVALUATION CRITERIA .....	7
5.0	SELECTION PROCESS .....	8
6.0	PROPOSAL REQUIREMENTS .....	8
7.0	INSURANCE REQUIREMENTS.....	10

### Exhibit 1 – Professional Services Agreement



**REQUEST FOR PROPOSAL FOR  
2020 URBAN WATER MANAGEMENT PLAN  
AND WATER CONTINGENCY PLAN**

**1. Overview**

Urban Water Management Plans (UWMPs) are prepared by California's urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to assess the reliability of its water sources over a 20-year planning horizon, and report its progress on 20% reduction in per-capita urban water consumption by the year 2020, as required in the Water Conservation Bill of 2009 SBX7-7.

The plans must be prepared every 5 years and submitted to the Department of Water Resources (DWR). DWR staff then reviews the submitted plans to make sure they have completed the requirements identified in the Water Code, Sections §10608–10656, then submits a report to the Legislature summarizing the status of the plans.

For each round of UWMPs, DWR provides guidance for urban water suppliers. This includes preparation of a guidebook, workshops, and program staff to assist in preparing comprehensive and useful water management plans, implementation of water conservation programs, and understanding the requirements of the Act. The current documents were revised as of March 3, 2021.

The UWMP is required to be considered for grant funding and to receive drought assistance from the State.

## 2. Scope of Services

The following Scope of Services as well as the entire RFP will become part of the Agreement. The City is seeking a consultant to prepare a 2020 UWMP that is compliant with the Urban Water Management Planning Act (“Act”), which has been codified at California Water Code sections 10610 through 10657. The 2020 UWMP must also conform to the DWR’s UWMP Guidebook.

The Scope of Services includes, but is not limited to, the tasks below, and any other tasks necessary to receive approval from the DWR for the preparation of a comprehensive and useful urban water management plan and tasks necessary to complete the required components for preparing a 2020 UWMP.

1. Advise City staff of the required elements to include in the 2020 UWMP.
2. Lead the preliminary data needs meeting. Attend a meeting with City representatives to discuss data needed to prepare the 2020 UWMP.
3. Provide a detailed project schedule that include appropriate review time for City staff.
4. Ensure that the 2020 UWMP addresses the requirements of the latest DWR’s UWMP Guidebook, released in the Spring of 2021.
5. Ensure that the final plan is compliant with all legislative changes since the 2015 UWMP cycle to include water loss quantification utilizing American Water Works Association (AWWA) methodology, description of assessment management, and electronic online submittal standards.
6. Update the City’s 2015 UWMP information and review data for the new plan to include the introduction, table of contents, background, purpose, summary of UWMP requirements and basis for preparing plan.
7. Include specific information on how the 2020 UWMP was prepared, coordinated with other agencies and the public, and adopted. The plan must meet all the required elements under the plan preparation section.
8. Describe the City’s urban water system. Include a description of the climate, population, demographics. Meet all the required elements under the system description section.
9. Describe the City’s urban water system demands, including calculating its baseline water use and interim and urban water use targets. Meet all the required elements under the system demands section.
10. Describe the source of water available to the City. Include a description of each water source, source limitations, water quality, and water exchange opportunities. Describe water supplies to include surface and groundwater supplies. Describe the local groundwater basin to include overdraft conditions and complete the DWR table. Provide a description of the status of stormwater, wastewater, and recycled water and include actions taken to encourage optimization. Describe desalination water opportunities and future water projects. Summarize existing and planned sources of water and climate change. Describe water exchanges and transfers. Meet all the required elements under the system supplies section.
11. Prepare any required California Environmental Quality Act (CEQA) documentation for the UWMP and Water Contingency Plan.

12. Describe water supply reliability and water shortage contingency planning. Meet all the required elements under the water supply reliability and water shortage contingency plan.
13. Provide a comprehensive description of the water conservation programs that are currently implemented and those planned to be implemented. Provide general information regarding the measures the City needs to implement to achieve its urban water use target. Meet all the required elements under the Demand Management Measures.
14. Complete DWR's checklist to include appropriate Plan page numbers.
15. Complete and submit all necessary tables, forms, and displays per DWR requirements per online portals or other submittals.
16. Coordinate outreach requirements to community stakeholders and water agencies to include all required notice requirements. Prepare public notices. Document outreach activities.
17. Conduct a customer agency and stakeholder workshop focused on 2020 UWMP update and the Water Contingency Plan. This will include development of a PowerPoint presentation containing information on the UWMP and Water Contingency Plan to be presented at a workshop as well as any other material to be used for handouts. Consultant will be available for questions at the workshop and will be the lead presenter. Consultant will coordinate with City staff on all logistical issues. Consultant shall prepare public notices for City staff's review and approval prior to issuance. Consultant shall develop a list of stakeholders.
18. Submit a draft report for City staff's review and approval in electronic format (pdf and Microsoft Word).
19. Meet with staff at a bi-monthly or as needed meeting to provide a status report.
20. Meet with the City Manager and/or key staff members on the plan elements and requirements.
21. Meet with Council Members, as needed, prior to the Council Meeting, on the plan elements and requirements.
22. Provide a presentation to the City Council on the plan elements and requirements.
23. Submit the Final draft 2020 UWMP in electronic format in pdf and Microsoft Word.
24. Submit five (5) bounded hard copies and a copy in electronic format (pdf and Microsoft Word) of the Final Adopted 2020 UWMP.
25. Coordinate 2020 UWMP adoption, assuring notice of the public hearing; public hearing and adoption; plan submittal to all appropriate State, local agencies, and stakeholders; and public availability. Prepare required public notices.
26. Coordinate with the City on agencies to receive the Final Adopted 2020 UWMP.
27. Coordinate the submittal of the Final Adopted 2020 UWMP to the DWR.

### **Services to be Provided by the City**

The services to be provided by the City include, but are not necessarily limited to:

1. Provide a copy of the latest Water System Master Plan.
2. Provide a copy of the 2015 UWMP.
3. Provide a copy of the latest Wastewater Collections Master Plan.

### 3. Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. Note that 1 page includes the front side of an 8.5x11 sheet of paper and the cover does not constitute a page.

- a) Cover Letter. Maximum one (1) page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:
  - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.
- b) Proposer's Background. Maximum two (2) page background on the proposer and its area(s) of professional expertise relevant to this RFP. An additional one (1) page may be included to highlight the background of each proposed sub-consultant to be used by the proposer and the specific task(s) or functions the sub-consultant will perform.
- c) Qualifications and Experience of Proposer's Personnel. Maximum three (3) page summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all sub-consultants' performing any of the tasks or services contemplated under this RFP on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include proposer's overall experience, experience with similar projects and the experience of individuals on the proposed team. Show how the proposer's experience relates to the demands of this project.
- d) Project Approach. Maximum three (3) page summary of the proposed approach Project. The proposer shall explain the way in which the proposer will timely complete all of the tasks called for under the RFP along with an estimate of the time it will take to complete each task. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- e) Proposed Personnel. Maximum two (2) page resume for the Project Manager and one (1) page resume for each of the other key personnel, including sub-consultants, which will be performing the majority of the work on this project/contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project. The designated Project Manager or Design Engineer shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.
- f) Quality Assurance/Quality Control Procedures. Maximum one (1) page brief description of the consultant's approach to implement a Project-specific Quality

Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e. engineering discipline review, coordination review, constructability review, QA/QC control review, etc.).

- g) References. Each proposal must include at least five (5) public agency references going back at not more than five (5) years from the issuance of this RFP in which the proposer was engaged to perform tasks similar to those requested under this RFP. References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer's work.
- h) Schedule Control. Time is of the essence. It is critical the proposer describe methods that can be used to keep the construction on schedule within maximum of two (2) pages. The proposer shall illustrate methods they have used to assist a contractor to meet their proposed schedule. Discuss previous projects where the consultant was able to avert a potential delay by implementing project management techniques
- i) Fee Schedule/Cost Proposal. Maximum 3-page detailed cost estimate for performing specific Tasks identified in the RFP and a schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific cost estimate shall include an estimate of the number of hours per staff member by proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing specific services identified in Scope of Services Section 2 (e.g. flat lump sum or hourly rate structure) for each Task. The proposal shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a proposal contemplates the use of subconsultants to perform any one or more of the above described tasks on the proposer's behalf, the proposal shall include a List of Subconsultants identifying all subconsultants and state the fee for each subconsultant in the Fee Schedule under the appropriate Task under which the service will be provided. In so far as the proposer's proposal contemplates an increase in compensation rates or charges prior to the completion of Tasks 1 through 5, and during the term of the portion of the PSA or any extension term, the proposal shall clearly indicate when such increases will take effect and by how much.
  - a. The Fee Schedule/Cost Proposal shall be uploaded in a separate file to planetbids. Named Attachment 2 – UWMP Fee Schedule-Cost Proposal.

#### **4. Evaluation Criteria**

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the Project, cost, proposed schedule and compliance with the RFP requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

- a) Expertise, Experience & Training Plus Prior Contracting History (50%) – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer’s prior contracting history, including the review of the proposer’s certifications relating to false claims, debarment and civil litigation.
- b) Project Approach (30%) – The proposer’s responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City’s specific needs.
- c) Schedule Control (10%) – Proposal for completing the project in a timely manner, inclusive of the proposer’s ability to identify critical paths for the timely and competent completion of all work contemplated by the Project.
- d) Compliance with RFP (10%) – The ability of the proposer to comply with all instructions set forth under this RFP as well as the proposer’s ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

**Consultants should thoroughly address the above selection criteria to receive the maximum possible points.**

## **5. Selection Process**

A selection committee, comprised of City staff will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

## **6. Proposal Requirements**

The Consultant’s proposal must be comprehensive, concise and to the point. Current company brochures and resumes of key personnel should be included as well as examples of previous work. However, a proposal is a voluntary response on the part of a Consultant, and this RFP does not commit the City to pay any costs incurred in its preparation. The City reserves the right to accept or reject optional elements of this proposal, or the proposal in part, or its entirety.

This RFP is a solicitation for proposals only, and is neither intended, not to be construed as an offer to enter into an agreement or engage in any formal rule competitive bidding or negotiation pursuant to any statute, ordinance or regulation.

All data, documents, and other products used or developed during the project will become the property of the City, even in the situation where the project is cancelled.

The deadline to submit a proposal is August 23, 2021 at 4:30 p.m. Proposals received after the deadline will not be considered. Proposer is required to submit an “ebid” through PlanetBids online platform. See link below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=43375>

A copy of the Request for Proposal (RFP) and subsequent addenda to the RFP are available on the PlanetBids online platform on the link listed above.

It is the proposer's responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- a) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- b) Late proposals will not be considered.
- c) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor nor will it be based on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- f) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.

- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- i) By the submission of a proposal, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit 1. By submission of a proposal, each proposer agrees to execute a PSA with the City in the form attached hereto as Exhibit 1, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer's objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their proposal. A proposer's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are taken into account.
- j) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- k) All questions or requests for clarification shall be submitted via email to George Cambero at [gcambero@elmonteca.gov](mailto:gcambero@elmonteca.gov) by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the City's PlanetBids portal by the RELEASE OF INFORMATION REQUESTED DATE.
- l) If it becomes necessary to revise any part of this RFP, written addenda will be posted on the City's PlanetBids portal. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- n) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.
- o) Proposers may withdraw their proposal prior to the Submission Deadline.
- p) Fee Schedule/Cost Proposal.  
Provide a detailed cost estimate as described in Section 3ia in a separate file.

## **7. Insurance Requirements**

The selected consultant shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). GENERAL LIABILITY CARRIER MUST HAVE A S CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000. Sample is available upon request

- END OF DOCUMENT –

PLEASE SEE PLANETBIDS FOR SUPPORTING DOCUMENTATION