

REQUEST FOR PROPOSALS (RFP)

CONSULTING SERVICES FOR 2020 URBAN WATER MANAGEMENT PLAN



3 Dairy Lane
Belmont, CA 94002
(650) 591-8941

Proposals Due: Monday, June 1, 2020, at 2:00PM

1. GENERAL INFORMATION

The Mid-Peninsula Water District (MPWD) is requesting proposals from qualified consultants to provide professional services to prepare the MPWD's 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). The MPWD's 2015 UWMP and WSCP were adopted June 23, 2016 via Resolution No. 2016-04. The required study will determine the overall supply and demand of water for the MPWD, identify any possible deficiencies in the water supply for the next 25 years, prepare mitigation strategies, and provide for MPWD conformance with State requirements in the case of a declared water shortage.

Services for the 2020 UWMP and WSCP would generally include data review and analysis, development of demand projection, analysis of demand management measures, population and demographic analysis, system supplies, water supply reliability, water shortage contingency planning, climate change, and other factors as identified by the Urban Water Management Planning Act. The consultant will prepare draft reports to be reviewed and approved by the MPWD. Once the draft report has been approved, a final report will be submitted and adopted.

2. BACKGROUND

The MPWD was formed in 1929 as the Belmont County Water District from the physical plant of seven (7) independent water systems, including the Spring Valley Water Company, which were united and began functioning as a public utility in 1930. The MPWD is located on the San Francisco peninsula in San Mateo County, California. The MPWD's service area encompasses roughly five (5) square miles and serves approximately 26,924 people in an area slightly larger than the Belmont city limits, including small portions of the cities of San Carlos and Redwood City, and unincorporated San Mateo County.

The MPWD purchases its entire water supply from the City and County of San Francisco.

MPWD's mission is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost-effective, environmentally sensitive, and efficient manner.

The California Water Code (CWC) Section 10620(a) requires an urban water supplier to prepare and adopt an UWMP consistent with CWC Section 10640. All urban water suppliers, either publicly or privately owned, serving municipal water to 3,000 or more customers or supplying more than 3,000AF annually are required to prepare an UWMP. The UWMP is required for an urban water supplier to be eligible for California Department of Water Resources (CA DWR) state grants, loans, and drought assistance. **The UWMP must be adopted and submitted to the DWR by July 1, 2021.**

An electronic version of the MPWD's 2015 UWMP is located here:

<https://www.midpeninsulawater.org/documents>

3. PURPOSE OF THIS RFP

The purpose of this RFP is to facilitate the selection of a qualified consulting firm to prepare the MPWD's 2020 UWMP update to meet CA DWR requirements for the 2020 version, for timely submittal by July 1, 2021.

Consultants are urged to submit concise proposals, appropriate to the scale of the project and include only items that are relevant to this specific project.

The MPWD reserves the right to:

- Reject any or all responses received as a result of this solicitation;
- To extend the submission due date for;
- To modify, amend, reissue or rewrite this RFP as needed; and
- To procure any or all services by other means.

The MPWD will not be liable for any costs incurred by consultants related to the preparation of proposals or for developing and carrying out interview presentations, if needed.

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the MPWD and the consultant selected.

4. SCOPE OF SERVICES

The 2020 UWMP will require the selected consultant to perform all necessary analyses and reviews and prepare all documentation for updating the MPWD's UWMP. In general, the scope of work shall involve an update of the MPWD's current 2015 UWMP to meet CA DWR requirements for the 2020 version and timely submittal to CA DWR by July 1, 2021.

See Attachment "A" – Scope of Services for details.

INSURANCE REQUIREMENTS

Proposers are directed to Section 12 of the Sample Professional Services Agreement.

5. DEADLINE FOR PROPOSALS

Consultants are requested to submit five (5) hard copies of their proposals by **2:00PM Pacific Standard Time, on Monday, June 1, 2020** to:

Mid-Peninsula Water District
Attention: Mr. Rene Ramirez, Operations Manager
3 Dairy Lane
Belmont, CA 94002

See Attachment “B” – Proposal Format and Requirements for submittal details.

6. SELECTION PROCESS AND CRITERIA

Consultant’s proposal shall conform to the proposal requirements (**Attachment “B”**). It is important that all listed items be included in the proposal. Proposals that do not comply with all requirements or by the proposal deadline will not be considered. The MPWD reserves the right to reject any or all proposals without qualifications and to negotiate specific requirements and costs using the selected proposal as a basis.

A Selection Advisory Committee comprised of assigned Board member(s) and MPWD staff will review the proposals received and select a consultant for recommendation to the full MPWD Board of Directors based on the following criteria:

- A. Ability of consultant to conform to the RFP requirements in **Attachment “B” – Proposal Format and Requirements for submittal details**.
- B. The specific method or techniques to be employed by the consultant on the project.
- C. Proposed work plan and approach, including schedule for completion.
- D. Qualifications and experiences of the specific individuals that will work on the project.
- E. Completion of similar projects and references.
- F. The overall cost of the proposal.

The MPWD will likely select the consultant based upon information supplied in the proposal, but reserves the right to request additional information, hold discussions/interviews, and request revised proposals.

7. PROJECT TIMELINE

The following is a schedule for consultant selection and 2020 UWMP presentation and submittal:

<i>DATE</i>	<i>ACTION</i>
June 1, 2020	Proposal deadline
June 2-12, 2020	MPWD to review proposals
June 15-19, 2020	Consultant interviews (if needed)
June 25, 2020	Consultant contract award by Board
May 27, 2021	Final 2020 UWMP presentation for adoption by MPWD Board of Directors
July 1, 2021	Submit 2020 UWMP Update to CA DWR

8. QUESTIONS

Questions regarding the information contained in this RFP must be submitted in writing, by email, FAX, or mail, and addressed to:



Via Electronic Mail:

Rene Ramirez, Operations Manager
Email: rramirez@midpeninsulawater.org
FAX: 650-591-4998

Via Physical Mail:

Mid-Peninsula Water District
Attention: Rene Ramirez, Operations Manager
3 Dairy Lane
Belmont, CA 94002

Questions will be received up to 2:00PM on May 21, 2020, and will be responded to in writing. Written summaries of all questions and answers will be distributed to each consultant. Anonymity of the source of the specific written questions will be maintained in the written responses. A clarification addendum will be issued, if necessary.

9. WITHDRAWAL OF PROPOSAL

Submission of a proposal shall constitute a firm offer to MPWD for ninety (90) days from the deadline for receipt of proposals. A Proposer may withdraw its proposal any time before the date and time when proposals are due, without prejudice, by submitting a written request for its withdrawal to the Mr. Rene Ramirez, Operations Manager, at rramirez@midpeninsulawater.org. A telephone request is not acceptable.

10. EVALUATION AND AWARD

Contract award, if made, will be made to the Proposer that submits the proposal considered most advantageous to MPWD based on the criteria set forth above. Proposers shall bear all costs incurred in the preparation of the Proposal and participation in the Proposal process.

11. AGREEMENT FOR PROFESSIONAL SERVICES

The firm selected by MPWD to provide the services outlined in this RFP will be required to execute an Agreement for Professional Services with MPWD. A sample of the general form of this Agreement is attached hereto as Attachment A so that Proposers will have an opportunity to review the terms and conditions that will be included in the final contractual agreement. If a Proposer desires any additions, deletions or modifications to the form of Agreement, they must submit a request for such additions, deletions or modifications with the proposal. With the exception of any requests for such additions, deletions, and modifications, the Proposer will, by making a proposal, be deemed to have accepted the form of Agreement.

12. CONFIDENTIALITY OF PROPOSALS

The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between MPWD and the Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that MPWD withhold from disclosure the proprietary or other confidential information by marking each page containing such information as confidential. The Proposer may not designate its entire proposal or bid as confidential. Additionally, Proposer may not designate its cost proposal or any required bid forms or certifications as confidential.

If Proposer requests that MPWD withhold from disclosure information identified as confidential, and MPWD complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless MPWD from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue or maintain any legal action against MPWD or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If Proposer does not request that MPWD withhold from disclosure information identified as confidential, MPWD shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to MPWD.

13. CONFLICT OF INTEREST

Proposer represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§ 1090 et seq. or §§ 87100 et seq. during the performance of services under this Agreement. Proposer shall promptly disclose any actual or potential conflict of interest to MPWD as soon as Proposer becomes aware of such conflict. Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, Proposer may be required to publicly disclose financial interests under MPWD's Conflict of Interest Code. Proposer agrees to promptly submit a Statement of Economic Interest on the form provided by MPWD upon receipt. No member, officer or employee of MPWD or of any of its member jurisdictions during his/her tenure of office, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds therefrom.

14. ATTACHMENTS

"A" – Scope of Services (pages 6-8)

"B" – Proposal Format and Requirements (pages 9-10)

"C" – Professional Services Agreement

ATTACHMENT “A”

SCOPE OF SERVICES

The consultant will update the Mid-Peninsula Water District’s (MPWD) current 2015 Urban Water Management Plan (UWMP) to meet California Department of Water Resources (DWR) requirements for the 2020 version. The consultant is free to propose modifications to the scope that may result in cost savings and/or a better product. Any modifications shall be clearly spelled out in the proposal.

Task 1: Information and Data Collection/Review and Project Kick-Off Meeting

- Identify and research available existing data, records, maps, reports and plans
- Identify and research other information, records, and current data necessary to develop the 2020 UWMP Update
- Kick-off meeting between consultant and MPWD staff to discuss UWMP requirements, project goals, opportunities, constraints, information needs, roles, responsibilities, project coordination, schedule, and expectations

Task 1 Deliverables:

- *Draft and final version of data needs summary*
- *Kick-off meeting agenda, minutes, and list of identified action items*

Task 2: Water Demand and Conservation

Consultant will develop the following information as part of this task:

- Water System/Service Area Description
- Current and Future Population Estimates
- Water Demand and Conservation Projections
- Evaluation of Historic, Current and Projected Future Water Conservation and Demand Management Measures (DMM)
- System Water Loss Report
- Senate Bill X7-& Per Capita Water Usage Analysis
- Water Shortage Contingency Plan (WSCP)

Task 2 Deliverables:

- *Draft description of water system and service area*
- *Draft demand projections—in total and by water use sector*
- *Draft system water loss report*
- *Draft SBX7-7 analysis (e.g., baselines and GPCD interim and final targets)*
- *Draft WSCP summary version of updated WSCP*
- *Draft DMM summary*

Task 3: Water Supply Projections

Consultant will update the MPWD on its work progress and solicit input. The following information will be presented:

- Water Supply Projections
- Potential Supplemental Water Supplies
- Recycled Water Supply
- Current and Future Groundwater Supplies
- Water Quality Data
- Supply versus Demand Assessment

Task 3 Deliverables:

- *Draft supply projections, including descriptions of water availability and reliability*
- *Draft description of recycled water potential*
- *Draft evaluation of water quality*
- *Draft supply versus demand projection comparisons*

Task 4: Prepare and Submit Draft and Final 2020UWMP

- **Administrative Draft 2020 UWMP:** Consultant will prepare an Administrative Draft 2020 UWMP that reflects all of MPWD’s information and input throughout the preparation process. The Administrative Draft 2020 UWMP shall essentially be considered consultant’s final proposed document that will be reviewed by MPWD staff prior to preparation of the Public Review Draft.
- **Public Review Draft 2020 UWMP:** Consultant will prepare the Public Review Draft 2020 UWMP based upon comments received on the Administrative Draft 2020 UWMP. The Public Review Draft 2020 UWMP will be circulated to the appropriate public locations, including copies for Directors of the MPWD Board.
- **Final 2020 UWMP:** Consultant will meet with MPWD staff once all comments are received, including any received as part of the public hearing, to consolidate comments into the Final 2020 UWMP.

Within 30 days of the MPWD’s adoption, Consultant will forward the Final 2020UWMP on the MPWD’s behalf to CA DWR, the California State Library, and the San Mateo County Library. The Final 2020UWMP will be delivered to the MPWD, including ten (10) paper copies and electronic files in WORD and Adobe PDF formats.

Task 4 Deliverables:

- *Draft 2020 UWMP (Electronic copies in WORD and PDF formats)*
- *Final 2020 UWMP (10 hard copies, 2 electronic copies in WORD and PDF formats)*
- *Final submittal to CA DWR*
- *Meeting agenda and minutes*

Task 5: Support Public Outreach

- Draft coordination letters and notices required by CWC Sections 10621(b); Section 10620(d)(2); and Section 10642;
- Attend and present at one (1) MPWD Board meeting; and
- Engage stakeholders as directed by the MPWD in the workshops identified as part of Tasks 2 and 3.

Task 5 Deliverables:

- *Draft and final versions of all outreach letters, notices, and other materials*
- *Meeting agendas and minutes*
- *Presentation materials (e.g., handouts)*

Task 6: Project Management

- Coordinate 2020 UWMP development process
- Communicate and consult with MPWD staff
- Attend and/or present at meetings with MPWD staff. At a minimum, consultant should assume progress meetings after completion of Tasks 2 and 3 and after the review of the Administrative and Public Review Draft 2020 UWMPs.

Task 6 Deliverables:

- *Meeting agendas and minutes*
- *Progress reports and invoices*

ATTACHMENT "B"

PROPOSAL FORMAT AND REQUIREMENTS

Five (5) hard copies of consultant's proposal shall be submitted **by 2:00PM Pacific Standard Time, on Monday, June 1, 2020**, to:

Mid-Peninsula Water District
Attention: Mr. Rene Ramirez, Operations Manager
3 Dairy Lane
Belmont, CA 94002

FORMAT:

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and organized as follows.

1. Letter of Transmittal.
Describe your team's interest and commitment in providing consulting services for the MPWD. An officer of the consulting firm that is authorized to contractually bind the firm and to negotiate a contract with the MPWD shall sign the letter. Provide the name, title, and email address for this officer.
2. Table of Contents.
The proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
3. Consultant Qualifications.
Name, position, summary of qualifications, resumes related experience and proposed responsibilities of the project manager and key personnel.
4. Project Staffing.
Consultant shall provide an estimate of the required personnel hours by task and job title for the tasks described in the scope of services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project at hand.
5. Proposed Scope of Work.
Discuss the firm's understanding of the project and describe the project approach, including the project development and schedule, quality assurance/quality control, management of overall project costs, and other issues critical to this project.

6. Proposed Cost.

Provide a complete cost summary per task of the estimated number of consulting hours, schedule of hourly rates for each classification, and total not-to-exceed cost, including a schedule of ancillary charges (e.g., direct/reimbursable expenses, travel, copies).

7. Project Schedule.

Provide a preliminary project schedule with the understanding that a final project schedule will be developed with the MPWD as part of the kick-off meeting.