



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

Request for Proposals (RFP) for Development of the 2015 Urban Water Management Plan

The City of Covina, California (“City”) is requesting proposals from qualified consultants to develop the City’s 2015 Urban Water Management Plan (“UWMP”).

The UWMP shall be a precise and systemic evaluation conducted in full compliance with the California Urban Water Management Planning Act, as codified in Section 10610 *et.seq.*, of the California Water Code (“Act”) and the Department of Water Resources’ (“DWR”) *2015 Urban Water Management Plan Guidebook for Water Suppliers* (“DWR Guidebook”). The UWMP shall provide the City with analytical data and detailed recommendations in order to meet the above-mentioned regulations and statutory requirements.

1. Introduction

The City of Covina, incorporated in 1901, covers approximately 7 square miles located in the San Gabriel Valley area of Los Angeles County approximately 22 miles east of downtown Los Angeles.

The City owns the water system that serves approximately 60 percent of the properties located throughout its water service area. In 2015, approximately 91 percent of the water supply came from the Covina Irrigating Company, which pumps groundwater from the Main San Gabriel Valley Groundwater Basin and filters surface water from the San Gabriel River. Approximately 9 percent of the water supply was imported surface water from the Metropolitan Water District of Southern California (“MWD”), which during 2015, was sourced from the Colorado River through its Weymouth Plant.

The City of Covina is currently seeking a qualified consultant to complete the 2015 UWMP. The Act requires that every water supplier prepare and adopt an UWMP every five years for submittal to the DWR. The UWMP must describe the adequacy and reliability of all water supplies for existing and future customers and is required for the City to be considered for future grant funding opportunities or to receive drought assistance from the State. The City is distributing this Request for Proposals (RFP) for qualified firms to update the City’s UWMP and keep the City in compliance with the Act.

2. Time is of the Essence

Time is of the essence with respect to this contract. Assembly Bill 2067 mandates that all 2015 UWMPs be submitted to the DWR by July 1, 2016. The anticipated deadline for holding the Public Hearing for the UWMP is February 21, 2017. The successful proposer should be able to perform all required tasks set forth in the Scope of Services (see Section 4).

3. Submittal Deadline and Proposal Contents

Proposal packages are to be submitted to the City on or before 4:00 p.m. on September 22, 2016. Proposals received after the stated deadline will not be accepted. The time of delivery shall be definitively determined by the time-stamping clock located in the City of Covina City Clerk's Office, 125 E. College Avenue, Covina, CA 91723. It is the proposer's sole responsibility to see that its proposal is received in proper time, and proposers assume all risks arising out of the means of delivery. Any proposal received after the deadline will be returned to the proposer unopened. Proposal packages are to be submitted to:

Siobhan Foster, Director of Public Works
City of Covina
C/o City of Covina City Clerk's Office
125 E. College Street
Covina, CA 91723

All responses must be completed as required, signed by an officer of the firm who is authorized to enter into a binding agreement with the City on behalf of the company, and must be received in the place and time designated above. Proposals (including both a Work Proposal and a Cost Proposal, as described below) are to be submitted in separate sealed envelopes clearly marked with the consultant's name, address, telephone number, and e-mail address. Each envelope shall be clearly identified as the **"2015 UWMP Work Proposal" and "2015 UWMP Cost Proposal," respectively.** Proposals shall be concise, well-organized and demonstrate the consultant's qualifications and experience relating to the proposed project. At minimum, proposals shall include the following information:

A. Work Proposal (Envelope 1) – submit 3 copies

i. Cover Letter

- a. The consultant's legal name, address, telephone number, e-mail address, and contact person for the remainder of the selection process;
- b. Any qualifying statements or comments regarding the consultant's proposal, including proof of consultant's capabilities to meet the DWR Guidebook; and

- c. Statement indicating the validity of the proposal for a minimum period of 90 calendar days subsequent to the proposal due date.

ii. Statement of Qualifications

- a. Brief description of the consultant's firm, including the year firm was established, the type of organization (partnership, corporation, etc.) and a listing of the proposed project personnel, including personnel experiences and resumes for prime consultants and sub-consultants. Emphasis should be given to highlighting work completed for comparable municipalities and water districts; and
- b. Consultant and sub-consultant experience with preparation of an UWMP, including names and current telephone numbers and e-mail addresses of references for existing and past municipal and water district clients.

iii. Project Understanding and Approach

- a. Description of consultants' understanding of the Scope of Services and how consultant will approach work;
- b. Proposed staffing plan/organizational chart indicating anticipated work hours per week by classification both on and off-site. This should convey how consultant will provide public utility engineering and financial services in most efficient, cost effective manner. Innovative staffing plans are encouraged based on best management practices and/or methods utilized successfully by the firm in other municipalities; and
- c. Other information that will assist City in selecting the most qualified consultant.

iv. Objections to Professional Services Agreement

Objections shall be submitted in writing with justification clearly stated. Any consultant with objections to terms contained in the City's Professional Services Agreement (see Exhibit A) must advise the City of such objections and requested modifications as part of its Technical Proposal. Failure of a proposer to accept the terms of the City's Professional Services Agreement may result in the rejection of the proposal. It shall be the responsibility of the prospective consultants to review all sections and exhibits of the Professional Services Agreement, including insurance requirements. If no objections are received, the City will assume the proposer is able to and will enter into the Professional Services Agreement and fulfill the terms and requirements set therein. The City may recover any damages accruing to the

City as a result of the successful consultant's failure or refusal to execute the City's Professional Services Agreement.

B. Cost Proposal (Envelope 2) – submit 1 copy

The firm should submit a detailed cost proposal for all services and materials anticipated in completing the services/work. This should include the classification and hourly rate of all employees who would be assigned to the contract. Innovation is encouraged to provide the City with comprehensive services in the most efficient, cost effective manner. Cost proposals will only be opened after the ranking process is complete.

i. Project Understanding and Approach

This section should demonstrate the consultant's understanding of the project, how the work will be organized, and anticipated key issues to be addressed. This section should include:

- a. Description of consultant's overall approach to the project, such as an outline work plan that describes how the respondent will organize the Project. A preliminary project schedule that anticipates the adoption of the approved UWMP is mandatory.
- b. Description of those areas in which you are most likely to find challenges, and discuss how you might resolve those conflicts or prevent them in advance; and
- c. Other information that will assist City in selecting the most qualified consultant.

4. Scope of Services

The Scope of Services is comprised of the following tasks:

Task 1 – Kick-Off Meeting

The consultant shall attend a project kick-off meeting with City staff to discuss project parameters, scheduling constraints, and other relevant information regarding services required by this RFP to create the 2015 UWMP. An overall project schedule shall be reviewed, revised and updated by the consultant.

The consultant shall prepare a detailed schedule of the project for a completion date. It shall be the responsibility of the consultant to review and become familiar with all pertinent data for completion of the UWMP.

Task 2 – Data Analysis and Evaluation

The consultant will provide data review and analysis, development of demand projections and analysis of demand management measures. Consultant shall develop the UWMP shall according to the DWR Guidebook. The UWMP should also comply with and address all relevant updated statutes, such as SBX7-7 and Assembly Bill 2067 which mandates that all UWMPs be submitted to the DWR. Specific plan components can be found at www.waterca.gov.

As key sections of the UWMP are developed, namely the demand projection and water shortage contingency planning components, the consultant shall be required to make presentations to the City Council and the public at scheduled Council meetings in conjunction with City staff. The purpose of these presentations will be to solicit City Council and public input well in advance of developing a final draft UWMP. The consultant shall also assist the City with making the required notifications to other local agencies and public hearing notifications as specified by the Act.

Task 3- Information and Data Collection

The consultant shall collect information and data in order to update Water Demand Projections for a 20-year period through 2035. As water demand projections are a core element of an UWMP, collecting data for this task will be the initial priority. Necessary data for this task includes:

- Demographic data (e.g. population, housing unit and employment projections, etc.) from General Plans for the adjacent cities and the 2010 U.S. Census, etc.;
- Historical and current water production data and consumption data by user class (single-family residential, multifamily residential, commercial, institutional, dedicated irrigation, fire and other). Trends in water use reduction at the City since 2000 should be analyzed and factored into the demand projection update;
- Data to estimate impacts of the current and future CALGreen Codes and the City's Water Use Efficiency Standards, as well as the impact of on-going behavioral modification/social forming programs;
- Historical and current water savings estimates from on-going City conservation programs;
- Economic information including historical, current and projected rates in regards to elasticity impacts; and
- Any other information the Consultant feels is necessary or beneficial for this task.

Task 4- Water Demand Projection

Using the above information, the consultant shall develop water demand projections in five-year increments from 2015 through 2035.

Task 5- City Council Presentations

In conjunction with City staff, the consultant shall present the draft water demand projections to the City Council and the public at up to two (2) City Council meetings. Based on the input received, the consultant shall make any necessary adjustments to the demand projections and finalize the corresponding chapters of the UWMP. The Consultant shall provide technical expertise and answer questions posed at the City Council meetings, prepare and review draft and final agenda reports, and assist with creation of City Council presentations.

Task 6- First Draft Report

In conjunction with staff, the consultant shall present the first draft report to the City Council and the public. Subsequent to the presentation, consultant shall make any necessary adjustments/revisions and finalize the draft report.

Task 7- Second Draft Report

The consultant shall identify any remaining data needs and draft any remaining required chapters of the UWMP, any supporting sections (e.g., Table of Contents, List of Tables and Figures, Acronyms and Abbreviations, References, Appendices, etc.), as well as the optional section on climate change impacts to supply, and the checklist developed by DWR to assist DWR with its review. *(Note: City staff may take remaining chapters to the City Council for feedback as they are developed. However, it is not anticipated that the consultant will need to attend.)*

The consultant shall send electronic copies of the draft UWMP (or notify of the UWMPs availability on-line) to 5 local water agencies and 7 other public agencies designated by City staff, and provide advance notification prior to the public hearing. Consultant must inform City staff of all requirements, time frames, and costs for obtaining permits from the required regulatory agencies (if any).

The consultant shall present a final draft of the second draft to the City Council and the public for review and make revisions to the UWMP.

Task 8 – Final Plan

In conjunction with City staff, the consultant shall present the final draft to the Council and the public at a public hearing. After the close of the public hearing, the City Council will consider final adoption of the UWMP.

Task 9 – Submittals

Following adoption of the UWMP, the consultant shall submit the plan electronically as required/requested by the DWR. ***Please note submissions were due by July 1, 2016, and***

the City would like to make a good faith effort to submit the Plan to the DWR as soon as possible.

Task 10- Deliverables

The Consultant shall provide to the City the following products and services as part of this project and any others the consultant deems necessary to provide a complete UWMP.

A. Draft UWMP

- a. One (1) hard copy sent (or notification of plan's availability on-line) to stakeholders (5 local water agencies and 7 other public agencies) as designated by City staff;
- b. Nine (9) printed copies submitted to the City; and
- c. One (1) electronic version of the complete document in Word 2010 file format.

B. Final UWMP

- a. Nine (9) printed copies and one (1) electronic version of the complete document in both PDF and Word 2010.
- b. The consultant shall provide expertise, prepare the draft and final agenda reports, assist with creation of City Council presentations, and to be available to support staff and answer questions, for up to two (2) City of Covina Council meetings.
- c. The consultant shall coordinate UWMP adoption, assuring notification requirements for public hearing; and submittal of draft UWMP to all appropriate State, local agencies and stakeholders,
- d. The consultant shall coordinate with City and County agencies to receive the Final UWMP within 30 days of adoption.
- e. The consultant shall coordinate the posting notice and submittal of the Final UWMP to the DWR.

5. Inquiries and Addenda

For inquiries regarding this RFP, please contact Sharon Gallant, Environmental Services and Transportation Manager via electronic mail at SGallant@covinaca.gov no later than 4:00 PM on September 13, 2016. Inquiries received after that date will be disregarded. Please include the following in the subject line of the email: "Inquiry Re: 2015 UWMP Proposal." Telephonic inquiries will not be taken.

The City will issue any revisions to this RFP as addenda. The City will distribute addenda to all potential proposers. Proposers are responsible for receipt of all addenda. To this end, each proposer should contact the City to verify that he or she has received all addenda issued, if any. The City's issuance of a written addendum is the only official method

whereby the City will interpret, clarify or provide additional information concerning this RFP. No oral revisions to any provision in this RFP shall be binding.

6. Anticipated Schedule

<u>Milestone</u>	<u>Date</u>
RFP Issued	Wednesday, August 31, 2016
Deadline for Clarifications/Inquiries	Tuesday, September 13, 2016
Deadline for Proposal Submittal	Thursday September 22, 2016, at 4:00 PM
Certificate of Insurance Submittal	Monday, October 11, 2016
Award of Contract (tentative)	Tuesday, October 18, 2016
Notice to Proceed (tentative)	Wednesday, October 19, 2016

7. Evaluation Procedure

City staff, selected by the Interim City Manager, or her designee, will evaluate each proposal for completeness and content. Each proposal will be evaluated based upon the relevant qualifications and experience of the consultant. The proposal review will focus on the following criteria:

- A. Organization (20 points).** Does the firm offer the breadth and quality of services required for the services listed in the Scope of Services? Does the firm's organizational structure show sufficient depth/capacity for its present and additional workload?
- B. Project understanding/project approach (25 points).** The firm's proposal adequately demonstrates an understanding and experience in preparing UWMPs, which is documented in its proposal. In addition, the consultant has experience in conducting data analysis and calculations required by the DWR Guidebook. This understanding can be demonstrated in various manners, including but not limited to the firm's successful completion of UWMPs for other cities in accordance with the DWR Guidebook and identification of critical issues to the project and methods to address those issues to ensure timely and on budget completion of the project.
- C. Experience (25 points).** The firm's expertise and professional qualifications with similar work. Qualifications of the firm and individuals assigned to perform the work.
- D. Project schedule (30 points).** The thoroughness of the project schedule; the firm's ability to complete the project within the selected timeframe.

8. Professional Services Agreement

The City will identify the firm that best meets the needs of the City and enter contract negotiations with that highest ranked firm. Should the City fail to reach agreement with the top ranked firm, the City may enter negotiations with the next highest rated firm and so on. City Staff will make a recommendation to the City Council for the award of the Professional Services Agreement to the firm that best furthers the City's objectives.

The successful consultant will be expected to execute the attached Professional Services Agreement (Exhibit A) at a minimum of five (5) calendar days prior to the date of City Council consideration (tentatively scheduled for October 18, 2016) of the contract award, if an award is made.

9. Insurance Requirements

Additionally, the successful consultant shall also secure all insurance required under the Professional Services Agreement, and provide any necessary documentation to the City, within five (5) calendar days prior to the date of City Council consideration of the contract award, if an award is made.

10. Acceptance or Rejection of Proposal

The City reserves the right to accept or reject any and all proposals. The City also reserves the right to waive any informality or irregularity in any proposal or in the bidding as deemed to be in its best interest. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The City shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The City reserves the right to negotiate project deliverables and associated costs.

11. Equal Opportunity Clause

Contractors shall ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex or religion will be required. The City hereby ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

12. Equal Opportunity Employment Compliance

Proposer certifies that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted, and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder. Furthermore, Proposer certifies that all steps will

be taken to meet all equal employment opportunity requirements of the contract documents. Proposer certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

13. Legal Responsibilities

All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all of the terms, conditions, provision, and requirements set forth, contemplated, and referred to in the RFP, and other contract documents, and to full compliance therewith.

14. Discrepancies and Misunderstandings

Contractors and consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No contractor or consultant will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the City of will be clarified by the City in writing to all proposers prior to the submission of proposals.

15. Proposer Interested in More than One Proposal

No person, firm, or corporation will be allowed to make or file, or be interested in more than one proposal for the same work unless alternate bids are specifically called for. No proposal will be accepted from a consultant who has not been licensed in accordance with the provisions of the State Business and Professional Code.

16. Non-Collusion Affidavit

Proposer declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the City is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

Exhibits:

- A. City of Covina Professional Services Agreement

