



**Request for Proposal**  
**for DEVELOPMENT OF THE**  
**2010 URBAN WATER MANAGEMENT PLAN**  
**AND UPDATE TO THE**  
**WATER SHORTAGE CONTINGENCY PLAN**

**Issued: October 26, 2010**

**Proposals Due: November 18, 2010**

### **Background**

In 1983, the California Legislature passed Assembly Bill (AB) 797, which has been commonly referred to as the Urban Water Management Planning Act. The Act requires every urban water supplier serving more than 3,000 customers or providing more than 3,000 acre-feet per year of water annually (2.68 million gallons per day) to prepare and adopt an Urban Water Management Plan (UWMP).

The City of Menlo Park operates the Menlo Park Municipal Water District (MPMWD), a water distribution system providing retail water services to over 14,000 Menlo Park residents. The MPMWD has approximately 4,200 service connections and provides 3,900 acre-feet of water annually (3.5 million gallons per day) and is therefore required to develop an UWMP.

In 1991, the State added the requirement for a Water Shortage Contingency Plan (WSCP) to accompany the UWMP. The minimum contents of the UWMP and associated WSCP (collectively referred to here as “the Plan”) are set forth in the Urban Water Management Planning Act (California Water Code, Division 6, Part 2.6, Sections 10610 and 10632).

The Code requires urban water suppliers to describe and evaluate sources of water supply, efficient uses of water, demand management measures, progressive stages of action to take during water shortages, and other items relevant to water supply planning. Water suppliers are to update and submit the Plan to the Department of Water Resources (DWR) every five years. Compliance with the Act is necessary to be eligible for State grants, loans, and drought assistance.

The Plan also serves as a key document in complying with two state laws enacted in 2001, SB 610 (Costa) and SB 221 (Kuehl), regarding the nexus between water suppliers and local land use agencies when considering certain large-scale development projects.

### **Menlo Park History**

On December 10, 1985, the Menlo Park City Council adopted the City’s first UWMP. On September 14, 1993, following the State requirement for creation of a WSCP, Council

approved a new UWMP which consisted of an amended 1985 UWMP and included a newly created WSCP.

No updates to the 1993 UWMP were made until 2005. On September 12, 2006, Council approved the City's 2005 UWMP, which included updates to the WSCP. The 2005 UWMP summarized a variety of water resource policy and planning issues including water demands, supplies, reliability, distribution, water shortages, metering, and rates.

## **Project Objectives**

The objectives of the project are to develop a complete 2010 Plan to address changing conditions related to water availability and usage and to ensure reliability of water for the 20-year duration of the Plan; and to update the WSCP to re-evaluate and improve the program for equitable distribution of water during a shortage.

The final documents will contain recommendations for planning, program operation, and maintenance of the water distribution system. Implementation of the Plan will not be within the scope of this project.

## **Problem Statement**

In order to comply with State DWR requirements, the City must produce a 2010 UWMP and WSCP update. The Plan must be completed, adopted by the City Council, and filed with the DWR by July 1, 2011 for MPMWD to be eligible for State grants, loans, and drought assistance.

## **Project Givens**

The following items are included as non-negotiable elements of the study:

- The Plan shall comply with all relevant State statutes, regulations and guidelines.
- The Plan shall be completed, adopted by City Council and received by the State DWR by July 1, 2011 or other deadline as specified by DWR.

## **Scope of Work**

### **Task #1 Project Start-up**

As part of negotiation of an Agreement for Services with the City, Consultant will meet with City staff to discuss project goals, opportunities, constraints, information needs, roles, responsibilities and expectations.

Conduct preliminary administrative tasks, such as review of the existing documents, water demand since the 2005 UWMP, recent staff reports, General Plan, Housing Plan, Community Engagement Model, and other background materials.

Provide information to the City in order to supplement a project web site to provide relevant information to the public, including the regulatory requirements of the UWMP, project schedule, presentation materials, and contacts for public comments. The City will upload the information and maintain the website with information provided by the consultant.

Deliverables: The consultant will provide the following to the City for Task #1:

1. Meeting minutes within five (5) business days of each meeting with City staff, other agency staff or members of the public
2. Content in MS Word format, by the end of each month, to update the City's website on the progress of the UWMP. Content shall include project description, regulatory requirements, next steps, what has occurred so far. Content shall be similar in form to other project pages at:  
[http://www.menlopark.org/project\\_pages.html](http://www.menlopark.org/project_pages.html)
3. Contact information for public submittal of comments.

Meetings: The consultant will be required to attend the following meetings for Task #1:

1. Project kick off meeting with City staff.
2. Webinar training workshop sponsored by the DWR on November 18, 2010.
3. In-person training workshop on the UWMP process and requirements as sponsored by the DWR (tentatively scheduled for early 2011). Commencement of the UWMP is not dependent upon first receiving this training.

Payment for this task is contingent upon delivery of these items to the City and represents 10% of project costs.

## **Task #2 UWMP Development, Public Notice, and Community Discussion**

Consultant is required to prepare in entirety, the 2010 UWMP per California Water Code, Division 6, Part 2.6, Section 10610. Consultant must schedule at least a 30-day City review and comment period after each administrative draft submittal. Two administrative drafts and one final draft are required. Some time periods may overlap with the public comment period.

Data and standard language for some sections of the report including predicted dry year water deliveries, will be provided by the Bay Area Water Supply and Conservation Association (BAWSCA) and San Francisco Public Utilities Commission (SFPUC) and must be incorporated into the document(s).

Concurrently with, and as a subset to the UWMP task above, the consultant will update or develop a WSCP per California Water Code, Division 6, Part 2.6, Section 10632. Development of an implementable water shortage contingency ordinance is required, and ordinance drafts shall be submitted simultaneously with the Plan document drafts. The existing ordinance can be found in Chapter 7.34 of the City's Municipal Code.

The consultant will be responsible for publishing public notice of the Plan update, facilitating a community discussion, and addressing and/or incorporating comments into the final draft. A minimum 60-day notice must be provided to wholesale water agencies, neighboring water

districts, sanitary districts, major water users and community groups as outlined in Water Code §10642.

Deliverables: The Consultant will provide the following to the City for Task #2:

1. Six (6) hard copies each of the two administrative drafts and final draft of 2010 UWMP, WCSP, and WSCP ordinance language. Electronic copies in MS Word format may also be requested.
2. DWR Review of Completeness form showing page numbers and sections where each required item appears in the UWMP must be submitted at the first administrative draft.
3. List of each relevant CA Water Code section showing page numbers and sections where each required item appears in the UWMP must be submitted at the first administrative draft.
4. Copies of public notices.
5. List of organizations to which public notifications were delivered and dates of mailing.
6. Proof of 60-day notice to wholesale agencies, neighboring utilities, major water users and community groups.
7. Proof of publication for 30-day public comment period and a list of newspapers where they were published and publication dates.
8. Meeting minutes within five (5) business days, of each meeting with City staff, other agency staff or members of the public.
9. Transcript of community discussion.

Meetings: The Consultant is required to attend the following meetings for Task #2:

1. At least one meeting (in person or by phone) with City staff to discuss City comments will be required after each administrative draft (total of 2).
2. Consultant must facilitate and attend the Community Discussion after the second administrative draft.

Payment for this task is contingent upon delivery of these items to the City and represents 75% of project costs. Task 2 payment breakdown is as follows: 20% upon receipt of each of the first and second administrative drafts, 15% upon proof of publication of public noticing, 20% upon completion of the Community Discussion and receipt of the transcript, and 25% upon receipt of the final draft.

### **Task #3 Final Documents, Council Adoption, and Filing**

The consultant will attend the City Council adoption hearing, address or incorporate any Council comments into the final documents, and file the final documentation with the State.

Deliverables: The Consultant will provide the following to the City for Task #3:

1. Upon adoption by the City Council, up to 15 hard copies and electronic copies of the final versions of the UWMP with the WSCP incorporated within. Hard

copies will be a mixture of bound and unbound. Electronic copies shall be via MS Word and PDF format.

2. Certification that the documents are in accordance with all State requirements.
3. Proof of delivery, within 30 days of Council adoption, and on or prior to July 1, 2011, to the DWR, State Library and San Mateo County.

Meetings: The Consultant is required to attend the following meetings for Task #3:

City Council adoption hearing.

Payment for this task is contingent upon delivery of these items to the City and represents 15% of project costs.

### **Proposal Content**

The City is seeking a qualified Consultant to provide all of the services necessary to complete the 2010 UWMP and WSCP update as listed above and in accordance with State requirements. Respondents shall be licensed to practice civil engineering in the State of California. The proposal must clearly demonstrate an understanding of the State requirements and the City's objectives for this project. The proposal shall include the items outlined in the sub-headings below.

#### **Cover Letter**

The consultant shall provide a letter introducing the firm and summarizing general qualifications and an executive summary of specific approaches to completing the work. This section should indicate the length of time for which the proposal remains effective (minimum of 60 days).

#### **Work Program**

The consultant shall provide a detailed plan for the services to be provided, consistent with the regulations. Items and tasks that City staff are expected to provide and/or complete should be included and clearly stated. The final version of the work program, upon acceptance by the City, will be incorporated into the Agreement for Services with the City, as Exhibit A Scope of Services.

#### **Schedule**

The consultant shall include in the proposal a preliminary project schedule that identifies milestones and completion dates by task from the beginning through formal review and adoption by the City Council and delivery to the DWR. Initial project work should commence in November 2010 and is anticipated to last approximately seven (7) months. Thirty-day City review periods are to be included after delivery of each draft. The final version of the schedule, upon acceptance by the City, will be incorporated into the Agreement for Services with the City as Exhibit B Schedule.

Failure to meet a schedule with a final delivery date of July 1, 2011 to the DWR will result in liquidated damages up to 25%, at the City's discretion, of the total contract amount. Thirty day City review periods must be strictly adhered to within the schedule.

### **Budget and Fees**

The consultant shall provide a fee estimate, on a task-by-task basis including meeting costs. The proposal shall include a spreadsheet identifying personnel, hourly rates, and project responsibilities and estimated amount of time expected for each task, expressed in person-hours. The proposed budget is to be presented as not-to-exceed, with all overhead/expenses included in the figure. The consultant shall list deliverables tied to each task. Payment shall be on a task completion basis. Markup for reimbursable items must be clearly stated. The final version of the cost explanation will be incorporated into the Agreement for Services with the City as Exhibit C Costs.

### **Public Meetings**

The Consultant will be required to attend and participate in meetings with other agencies and neighboring water districts, when necessary, to coordinate development of the UWMP and to receive, answer and incorporate comments in subsequent drafts and final report. An hourly rate for meetings and presentations beyond the ones outlined in Tasks 1 through 3 should be included in the proposal.

### **Key Personnel**

The consultant shall provide the names of key personnel, their respective titles, experiences, and periods of services with the firm. Please clearly identify the primary contact for the proposal. No sub-consultant shall be used.

### **Availability**

The consultant shall provide a brief statement of the availability of key personnel of the firm to undertake the proposed project.

### **Project List**

The consultant shall provide a list of related projects completed by the firm, along with relevant background information (*maximum of 10 examples*). For projects that were completed by a team of consultants, please clarify the specific contribution of your firm. Recent work for other municipalities shall be listed at the top.

### **References**

The consultant shall provide the names, emails and telephone numbers of persons whom the agency can call for references regarding the firm's past performance, preferably on similar projects.

## **Selection Process**

Please submit three (3) un-bound copies, double-sided on standard-weight paper (8.5" x 11") of your full proposal at your earliest convenience, but no later than **November 18, 2010 at 5:00 p.m.** to:

Virginia Parks, Associate Engineer  
Engineering Division  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

A Selection Advisory Committee comprised of City staff will review the proposals received and select the most qualified firm based on the following criteria:

1. Ability of the Consultant to perform the specific tasks outlined in the Request for Proposal within the specified timeframe.
2. Qualifications of the specific individuals who will work on the project.
3. Amount of time key personnel will be involved in the project.
4. The specific method or techniques to be employed by the Consultant on the project.
5. Reasonableness of the schedule to complete each task element and complete the project.
6. The overall cost of the proposal.

After the review of the proposals, the City will notify all consultants of their status in writing.

Interviews of selected consultants by the Selection Advisory Committee may be scheduled thereafter. No more than two key members of each consultant project team should be present for the interview. A letter will be sent to each selected consultant team indicating the format of the interview and discussion topics along with the interview time, date and location. However, the City reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select the consultant based upon information supplied in the proposal.

The Selection Advisory Committee will rank the consultants after the interviews. City staff will negotiate the scope of work and final terms of agreement with the selected consultant.

The City of Menlo Park reserves the right to reject any of the proposals, to select more than one consultant, and/or accept that proposal or portion of a proposal which will, in its opinion, best serve the public interest.

## **Insurance Requirements**

The Consultant will be required to carry insurance coverage during the performance of the contract providing the following minimum limits:

Bodily injury including accidental death	\$1,000,000 per person
Property damage and public liability (including coverage of vehicles used by the Consultant on or off the premises)	\$1,000,000 each person \$1,000,000 each accident \$1,000,000 property damage
Worker's Compensation Insurance	as required by California statutes
"Errors and Omissions" (Malpractice)	\$1,000,000

A copy of the City's template Agreement for Services can be viewed at:

[http://www.menlopark.org/departments/pwk/cip/2010\\_UWMP\\_WSCP\\_AgrmntTemplate.pdf](http://www.menlopark.org/departments/pwk/cip/2010_UWMP_WSCP_AgrmntTemplate.pdf)

Appendix D of the Agreement template, on Dispute Resolution, can be viewed at:

<http://www.menlopark.org/departments/pwk/cip/waterservices/Dispute%20Resolution.pdf>

A copy of the City's Community Engagement Model can be obtained upon request.

The City's 2005 UWMP is available for reference on the City's website at:

<http://www.menlopark.org/departments/pwk/uwmp.pdf>

The City's current Water Rationing ordinance (Chapter 7.34) is available for reference on the City's website at: <http://www.codepublishing.com/CA/menlopark/>

If you have any questions during the preparation of your proposal, please contact Virginia Parks, Associate Engineer at (650) 330-6740 or by email at [VKFParks@menlopark.org](mailto:VKFParks@menlopark.org).