



REQUEST FOR PROPOSALS
FOR
2020 URBAN WATER MANAGEMENT PLAN
(UWMP)

PROPOSALS DUE August 17, 2020 at 3:00 p.m.

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 LAS VIRGENES ROAD
CALABASAS CA 91302
818.251.2100

July 21, 2020

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

TABLE OF CONTENTS

- I. Introduction
- II. Background Information
- III. Scope of Work
- IV. Project Schedule
- V. Proposal Instructions
- VI. Selection Criteria/Evaluation
- VII. Appendices

Appendix A - Figures

- Figure A1 - Existing Potable System
- Figure A2 - Existing Recycled Water System
- Figure A3 – Existing Sewer Collection System

Appendix B - Agreement for Professional Services (sample)

Appendix C – 2015 UWMP

I. INTRODUCTION

The Las Virgenes Municipal Water District ("District") invites your firm to submit a proposal to prepare the District's 2020 Urban Water Management Plan ("UWMP"). Included in this work is a demographic analyses of the District's service area, residential and commercial population growth, land uses, water demand out to the year 2040, updated water per capita usage, recycled water utilization, assessment of conservation efforts and recommendations concerning water strategies to meet the future demands. The consultant will use the 2020 UWMP Guidebook for preparation in the interim and contact Department of Water Resources ("DWR") for any updates prior to compilation of the draft 2020 UWMP. The selected firm needs to stay updated on any new legislative mandates to be addressed in the updated UWMP as they become available from DWR and ensure the final UWMP meets all requirements as delineated by DWR and this RFP for the 2020 UWMP.

A scope of work is included to assist you in the preparation of your proposal. Failure to submit information in accordance with the requirements in this Request for Proposal (RFP) may be cause for disqualification.

Questions regarding this Request for Proposal should be directed to Oliver Slosser, Senior Engineer, at (818) 585-7123, or oslosser@lvmwd.com.

II. BACKGROUND INFORMATION

LVMWD is a special district established in 1958. The service area encompasses 122-square miles in western Los Angeles County and includes the incorporated cities of Hidden Hills, Calabasas, Agoura Hills and Westlake Village, as well as unincorporated areas. The District provides potable water, recycled water and wastewater service to a population of approximately 70,000. **Figure A1, A2, and A3** illustrates the District's potable, recycled water, and sewer collection system, respectively. A five-member elected Board of Directors governs the District.

The District purchases 100% of its potable water from Metropolitan Water District of Southern California (MWD). There are currently no local surface or subsurface sources of water that can be used for potable supply. The District has an extensive distribution system to allow the use of recycled water to meet some irrigation needs. The District's potable water facilities include 24 potable water tanks, 23 pump stations, 177 miles of transmission pipeline and 206 miles of distribution pipeline. The District also operates and maintains the 15 MGD Westlake Filtration Plant, which provides disinfection and filtration for the Las Virgenes Reservoir, an uncovered reservoir in Westlake Village.

The District operates the Tapia Water Reclamation Facility and produces high quality tertiary treated recycled water for beneficial reuse. This recycled water is used for irrigating parks, common open spaces, medians, golf courses, and school play areas. Use of recycled water to help meet irrigation needs has proven to be an important asset for the District's water resources. The District meets approximately 20% of its overall water demand with recycled water.

Since the 2015 UWMP, the District has made significant progress with the Pure Water Program in partnership with Triunfo Water and Sanitation District (TWSD). The Pure Water Program was created to beneficially reuse Title 22 water generated by Tapia Water Reclamation Facility to create a new source of potable supply for the region through indirect potable reuse.

A large percentage of the District's service area is undeveloped and held in ownership by state and federal park agencies. Further, numerous parcels of land have been dedicated as permanent open space precluding any development. In general, developed areas of the District (residential, commercial, and light industrial) follow the US 101 Freeway running east-west in the incorporated cities in the corridor. Agricultural lands encompass less than one percent of the service area.

It is the goal of the District to have a Final Draft 2020 UWMP completed no later than April 2021, and to submit the final UWMP to the DWP no later than June 17, 2021.

III. SCOPE OF WORK

This project will complete the background work, coordination, analysis and preparation of documents necessary to complete the District's submission of the 2020 UWMP to the State of California Department of Water Resources by June 17, 2021. This includes the required public hearing and a resolution by the District Board of Directors adopting the 2020 UWMP.

In general, the UWMP is an analysis of:

- Water demand analysis for 20 years (this UWMP will project to 2040)
- Water Supply analysis (to meet demand) - include recycled water
- Drought management measures (as defined by state criteria) and related to the MWD Water Supply and Drought Management (WSDM) Plan
- Water conservation - Implementation of "Best Management Practices." Consult with the District staff for new or revised water allocation, conservation policies.
- Relationship of LVMWD UWMP and MWD Regional Water Plan
- Other matters as defined by DWR for the 2020 UWMP

Elements of UWMP (defined by State of California DWR)

- Plan Preparation
- Service Area Description
- Water Supply
- Water Demand
- Supply Reliability
- Wastewater, Recycling and Recycled Water Storage
- Supply and Demand Comparison
- Water Shortage Contingency Plan (relate to adopted district Drought Management Plan and the MWD WSDM Plan)
- Conservation Measures
- Coordination with local cities, counties and Southern California Metropolitan Water District.

The 2020 UWMP for the District should utilize GIS for many purposes. These include, as a minimum, the descriptions of the District's service areas, the existing infrastructure, analyses of demands, recycled water use, conservation measures (water use efficiency reports, etc.) The final product should also be in a format to be easily adapted to internet access and distribution and be compatible with the District GIS database.

Population forecasting is an important element in developing future water demands. This forecasting should reference existing District reports (Master Plan, Connection Fee Study and others), SCAG modeling and population forecasting, current and future land use plans of the cities and county areas in the District's service area, and trends in water use for existing District customers.

Deliverables:

- Demographic analyses of growth for the District service area out to the year 2040
- Updated potable and recycled water master planning forecasts for demands based on location, service or pump zone area, present and planned land uses, and other criteria
- Updated per capita water use factors for existing services
- Preparation for Public Hearing regarding adoption of the 2020 UWMP
- Preparation of Board Resolution adopting 2020 UWMP and subsequent submission to State
- Completed 2020 UWMP (for submission to California Department of Water Resources)

IV. PROJECT SCHEDULE

Questions Due (5:00 p.m.)	August 4, 2020
District Responses to Questions	August 6, 2020
Proposal Due Date (3:00 p.m.)	August 17, 2020
Acceptance of Proposal (Board meeting)	Tent. Sept. 1, 2020
Preliminary Draft UWMP 2020	January 8, 2021
Presentation of Draft UWMP to Board	February 2, 2021
Public Hearing for UWMP (w/60 days' notice)	February 2, 2021
Final Draft 2020 UWMP	April 20, 2021
Board Resolution Adopting 2020 UWMP	May 5, 2021
Final UWMP Submitted to State DWR	June 17, 2021

*All dates are subject to DWR guidelines and consultant may need to adjust some of the above dates in order to comply with DWR deadlines.

V. PROPOSAL INSTRUCTIONS

Proposal Format

1. All proposals must be bound.
2. Proposals shall include a table of contents listing all sections, figures, tables, and other graphic or referenced materials.
3. Pages with narratives shall be single-spaced and numbered.
4. Proposals shall be organized according to the following outline:
 - a. Introduction and Executive Summary
 - b. Team Composition and Responsibilities
 - c. Detailed Scope of Work Plan and Schedule
 - d. Team Experience in Similar Projects and Results
 - e. Resource Commitments of Team Members
 - f. Professional References, Resumes, Experience
 - g. Definition of Resource Commitments on District staff
5. Fee/Price Schedule for Services

1. Introduction and Executive Summary

Include a brief executive summary of the major facts and features of the Proposal, focusing on innovative approaches to the preparation of the UWMP. Summarize conclusions, assumptions, and recommendations the consultant desires to make. The executive summary should be designed specifically for review and understanding by a non-technical audience. Include a brief description of the consultant team's corporate and other organizational history with an overview of experience on similar projects and their outcome(s).

2. Team Composition and Responsibilities

Consultant shall identify all resources and individuals involved in this effort and their relative level of effort commitment to the project. Each individual, or group, shall be identified for their responsibility in the overall effort and the products, or work effort, undertaken.

The District's standard Agreement for Professional Services is included as Appendix B. The consultant shall have the ability to execute the agreement in this form. Professional liability insurance in the amount of \$1 million is required.

The consultant shall be responsible for all services performed under the Agreement for Professional Services with the District. If sub-consultant services are utilized they must be identified in the scope of work along with the services performed and be identified in the fee schedule together with their respective billing rates. Individuals working on various portions of the effort shall be fully capable and qualified to provide the services rendered.

Changes in the use of key personnel shall be approved only by the District and shall not affect: (1) the overall project schedule as presented in the Scope of Work, (2) the proposed procedures and methodology to be used and, (3) the cost of services provided.

3. Detailed Scope of Work Plan and Schedule

The consultant team shall define their Scope of Work by:

- Identify in specific detail their understanding of the study.
- Define the goals and objectives of the work effort.
- Describe the approach taken by the consultant.
- Identify how the consultant team will perform the work while engaging the District staff and Board.
- Make a firm commitment to resource allocations of all parties involved.
- Identifying key decision points and milestones in the process.
- Summarizing reporting requirements.
- Providing an overall work schedule and milestones for the effort that meet all DWR timelines.
- Define the "Project Deliverables" of the consultant's efforts.

4. Team Experience

Summarize capabilities and relevant experience of each individual, or sub-firm (if used) involved in the UWMP preparation with particular emphasis on how the support as described herein will be accomplished.

Summarize experience of consultant firms in implementing successful solutions to studies of similar nature. Attention should be directed to:

- Strength of consultant's knowledge, experience and application in the administration of similar projects or programs.
- Familiarity in water master planning related to demand forecasting and analysis coupled with water supply management strategies.
- Familiarity with the State requirements for preparation of the 2020 UWMP.
- Familiarity with GIS use and application matters is considered essential to successful performance.

A listing of at least three applicable references for projects or programs of similar nature to that being proposed herein is required for each firm and individual. The listing shall indicate the role, responsibility, effectiveness of effort, and summary of action for each example cited.

5. Resource Commitments

Summarize the commitments of labor and other costs each firm and individual will provide in support of the Scope of Work.

6. Professional References, Resumes, and Experience

Summarize current corporate background for all firms and key individuals providing services under the Scope of Work. Provide the following information:

- Company name, business address, phone number and point of contact
- Year company established
- Type of ownership and parent company, if any
- Identify individual authorized to negotiate on behalf of the company and fully obligate and make binding commitments for the company

7. Definition of Resource Commitments on District Staff

Summarize the assumptions made by the consultant relative to resource commitments to be provided by District staff or the District's GIS platform in terms of labor, facilities, equipment, and the like to assist the consultant during the course of work.

8. Selection Criteria and Evaluation

The Proposals will be evaluated with the following considerations:

1. Overall approach to the problem and understanding of the issues.
2. Overall proposed Scope of Work addressing the goals and objectives.
3. Commitment to quality during the course of the work.
4. Commitment of key people to work effort.
5. Overall experience of the individuals and the firms
6. Overall experience in technical proficiency and professional reputation of the firms and individuals.
7. Evidence of completing work on schedule and within budget.
8. Project Cost

9. Proposal Submission

Please submit one (1) digital copy of your proposal no later than 3:00 p.m. on August 17, 2020 by emailing them to:

Oliver Slosser, PE
oslosser@lvmwd.com

LVMWD is now allowing proposals to be dropped into a mail box outside the front entrance doors to the main building (4232 Las Virgenes Rd.) This mail box is checked every morning, and will also be checked several times throughout the due date. Proposals may be sent by mail and firms must allow sufficient time for delivery, to district headquarters, by the deadline. The mailing address is:

Las Virgenes Municipal Water District
Attn: Oliver Slosser
4232 Las Virgenes Rd.
Calabasas, CA 91302

A hard copy proposal is not required and proposals submitted electronically by the deadline will be considered. It is recommended to specify “**2020 URBAN WATER MANAGEMENT PLAN**” in the email subject (for electronic submission) or somewhere on the envelope to ensure prompt timestamping.

APPENDIX A

Service Area Maps

APPENDIX B
Professional Services Agreement

APPENDIX C
2015 UWMP