



## **REQUEST FOR PROPOSALS**

**2020 URBAN WATER MANAGEMENT PLAN for  
SAN LORENZO VALLEY WATER DISTRICT and  
SCOTTS VALLEY WATER DISTRICT**

**PROPOSALS DUE BEFORE 3:00 P.M.  
ON  
OCTOBER 8, 2020**

**Scotts Valley Water District  
2 Civic Center Drive,  
Scotts Valley, CA 95066  
[pharmon@svwd.org](mailto:pharmon@svwd.org)**

## I. BACKGROUND

### A. Description and Setting

#### San Lorenzo Valley Water District

San Lorenzo Valley Water District (SLVWD) is an urban water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District serves a population of approximately 21,924 through approximately 7900 connections.

SLVWD's legal boundaries encompass approximately 60 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, SLVWD's two service areas have a combined area of approximately 24 square miles and individual areas as follows: North Service Area (21.7 square miles) and Felton Service Area (2.2 square miles).

SLVWD owns, operates, and maintains two water systems comprised of thirty-three pressure zones: San Lorenzo Valley Water District and The San Lorenzo Valley Water District-Felton. Each of these two drinking water systems have their own separate source of drinking water supply. SLVWD and SLVWD-Felton systems have an interconnection, which allows for the transfer of water between the two systems on an emergency basis. In 2019, SLVWD did not receive a significant amount of water from SLVWD-Felton system; while SLVWD-Felton system received approximately 400,000 gallons of water from SLVWD system, or approximately 0.4% of water provided to SLVWD-Felton system. SLVWD relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed. Each service area is supplied as follows:

#### 1. San Lorenzo Valley Water District System:

San Lorenzo Valley Water District system service area includes the communities of: Boulder Creek, North of Boulder Creek, Brookdale, Ben Lomond, Quail Hollow, Glen Arbor, Zayante, Lompico and the Scotts Valley areas of Hidden Glenn, Lockwood Ln, Pasatiempo Pines, Whispering Pines, Manana Woods and both Spring Lakes and Vista Del Lago Mobile Home Parks.

Water Supply for SLVWD system primarily utilizes surface water during the months of November to May. During periods of high stream flow, surface water can provide up to 100% of the drinking water in the District's system. Six points of diversion draw from Peavine, Foremen, Clear, and Sweetwater creeks.

To supplement supply during periods of low stream flow, SLVWD blends surface water with groundwater from 3 separate wellfields: The Quail Hollow wellfield, the Olympia wellfield and the Pasatiempo wellfield.

The Scotts Valley and Manana Woods neighborhoods are supplied by groundwater wells producing from the Lompico Sandstone aquifer, and the overlying Santa Margarita Sandstone aquifer where saturated. These include three active Pasatiempo wells and one active Mañana Woods well.

#### 2. San Lorenzo Valley Water District-Felton System:

San Lorenzo Valley Water District-Felton system service area includes the town of Felton, Hwy 9 south to Big Trees, San Lorenzo Ave, Felton Empire Grade, Felton Grove and El Solyo Heights. The SLVWD-Felton system is supplied water from Bennett Springs, Bull Springs and Fall Creek. Drinking water treatment for these sources is provided at a conventional surface water treatment plant.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. SLVWD's two systems have limited above-ground storage capacity equal to a few days' average use and rely on groundwater for seasonal and year-to-year storage. SLVWD produces and treats water based on relatively immediate water demand.

#### Scotts Valley Water District

Scotts Valley Water District (SVWD) was formed under County Water District Act in 1961 with the purpose of providing water for domestic, commercial, municipal and firefighting purposes. Beginning in 1962, SVWD acquired and consolidated several small mutual water supply systems. SVWD is located six miles north of the City of Santa Cruz, along State Highway 17 and covers approximately six square miles including most of the incorporated area of the City of Scotts Valley and a portion of the unincorporated area north of the City through 4,200 service connections. It generally follows the boundary of the City of Scotts Valley. Notable exceptions to the service are include Pasatiempo Pines and Manana Woods subdivisions, and Vista Del Lago and Spring Lakes Mobile Home Parks, which are served by San Lorenzo Valley Water District. Groundwater from the Santa Margarita Groundwater Basin is the sole source of potable water supply for the District. SVWD operates wells that vary from 350 to 1,750 feet deep. Pumped water is filtered through a pressurized system of sand, gravel and anthracite to remove iron, manganese and hydrogen sulfide. SVWD is also a distributor of the recycled water that is treated at the City of Scotts Valley Tertiary Treatment Plant.

#### B. Water Demand

##### San Lorenzo Valley Water District

SLVWD total water production has ranged between approximately 1,600 and 2,200 acre-feet per year (AF/Y; 520 and 710 MG/Y) since 1984 and averaged approximately 2,130 AF/Y (694 MG/Y) since 2001. SLVWD total water deliveries average approximately 86 percent of total water produced, have ranged between approximately 980 and 1,900 AF/Y (320 and 620 MG/Y) since 1978, and averaged approximately 1,800 AF/Y (590 MG/Y) since 2001. SLVWD's annexation of several small mutual water systems during the 1990s, and subsequent annexation of Mañana Woods in 2006 and Felton in 2008, account for a generally increasing long term trend in total water production and deliveries.

Water production and deliveries fluctuate in response to the climatic cycle. During multi-year droughts, water use may increase initially before declining in response to voluntary and mandatory water conservation. Reduced demand typically persists beyond the end of a drought. Water demand also tends to be lower during years of above average rainfall.

##### Scotts Valley Water District

SVWD total water productions has ranged between 1,300 and 2,100 acre-feet per year since 1984 and averaged approximately 1,450 AFY since 2010. Recycled water comprises about 12% of the total production. SVWD maintains a number of ongoing activities to support the sustainable management of its groundwater resource including water use efficiency activities, recycled water program and water audit and loss control program.

#### C. Santa Margarita Groundwater Agency

Santa Margarita Groundwater Agency (SMGWA) is a Groundwater Sustainability Agency (GSA) that was formed as a Joint Powers Authority in June 2017. It has three member-agencies: Scotts Valley Water District, San Lorenzo Valley Water District, and the County of Santa Cruz (County) and is governed by the Board of Directors comprising of two representatives from each member agency, one representative from City of Scotts Valley, one from City of Santa Cruz, one from Mount Hermon Association (MHA) and two private well owner representatives. The Board of Directors holds monthly meetings that are open to the public. The staffing support and funding for the agency is provided by the member agency.

Under the Sustainable Groundwater Management Act of 2014, over-drafted groundwater basins need to be sustainably managed by a Groundwater Sustainability Agency (GSA) through the development of a Groundwater Sustainability Plan (GSP). The GSP must be completed by 2022, and the basin must reach sustainability by 2040.

## **II. PROJECT OBJECTIVES & DESCRIPTION**

SLVWD and SVWD are soliciting proposals from qualified firms to complete a joint 2020 Urban Water Management Plan (UWMP) for both of its water systems. As stated in the California Water Code, Section §10620 (d) (1) & (2); “an urban water supplier may satisfy the requirements of this part by participation in area wide, regional, watershed, or basin wide urban water management planning where those plans will reduce preparation costs and contribute to the achievement of conservation, efficient water use, and improved local drought resilience”. The UWMP is a public planning document required of urban water suppliers every five years to ensure that adequate water supplies are available to meet existing and future water demands. This UWMP will be in full compliance with the California Urban Water Management Planning Act, as codified in Section 10610 et. seq., of the California Water Code and the Department of Water Resources’ (DWR) 2020 Urban Water Management Plan Guidebook or Water Suppliers (slated for final release in August 2020) and shall meet the July 1, 2021 submittal deadline. The Consultant shall submit the adopted UWMP electronically using the reporting system established by the DWR.

The selected Consultant will provide the full range of services necessary for develop a complete UWMP that meets the needs of SLVWD and SVWD, including but not limited to: water production and consumption data gathering, review and analysis; population and demographic analysis; demand projection development; system supply analysis; water supply reliability assessment; water shortage contingency planning (WSCP) updates; demand management measure analysis; and climate change impact analysis. Certain key sections such as the standardized tables and water shortage contingency plan components will be developed individually for each agency.

The Consultant will make several presentations to SLVWD’s & SVWD’s Board of Directors and the public at regularly scheduled Board meetings, either in person or via video conference as required. The purpose of these presentations will be to solicit Board and public input well in advance of developing a final draft UWMP.

The Consultant will also assist SLVWD and SVWD with making the required notifications to other local agencies and public hearing notifications as specified by the Urban Water Management Planning Act. The Consultant will assure that electronic versions of the plan meet the specifications of Section 508 of the Rehabilitation Act and be fully available to people with disabilities.

## **III. PROJECT SCOPE OF SERVICES**

The proposed scope of required services for this project includes:

### **TASK 1: KICK-OFF MEETING/PRELIMINARY WORK**

- 1.1 Review SLVWD's & SVWD's 2015 UWMP, and any other relevant reports and documents necessary for preparation of the 2020 UWMP.
- 1.1 Host a joint meeting with SLVWD and SVWD staff to review the scope of services, develop a detailed work plan and schedule, identify initial data needed to begin work and methods to obtain data, and establish schedule for weekly or biweekly check-in meetings (generally by phone). The meeting may be done in person or via video conference as appropriate.

## TASK 2: DEMAND PROJECTIONS

- 2.1 Using the following information, develop water demand projections in five-year increments from 2020 through 2040.
  - 2.1.1 Demographic data (e.g. population, housing unit and employment projections, etc.) from general plans for the County of Santa Cruz and the 2020 U.S. census, etc.
  - 2.1.2 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 district since 2000 should be analyzed and factored into the demand projection update.
  - 2.1.3 Data to estimate impacts of the current and future water use efficiency standards, as well as the impact of on-going behavioral modification/social norming programs.
  - 2.1.4 Historical and current water savings estimates from on-going conservation and water use efficiency programs.
  - 2.1.5 Economic information including historical, current and projected rates in regard to elasticity impacts.
  - 2.1.6 Any other information necessary or beneficial for this task
- 2.2 In conjunction with SLVWD and SVWD staff, present the draft water demand projections to SLVWD and SVWD Board of Directors and public either at joint or individual meetings (in person, or via video conference).
- 2.3 Incorporate required changes to the demand projections based on Board of Directors feedback and present a revised version of the demand projections (if necessary). Solicit comments from the Boards and public and finalize the corresponding chapters of the 2020 UWMP.

## TASK 3: WATER SHORTAGE CONTINGENCY PLAN

- 3.1 Working with SLVWD and SVWD staff and using information supplied by the Districts' hydrogeologist consultants, draft the chapters of the 2020 UWMP related to water supply reliability and water shortage contingency planning. The new Water Shortage Demand Assessment (WSDA) procedures necessary for completing subsequent annual water shortage assessment reports must be included.
- 3.2 In conjunction with SLVWD and SVWD staff, present draft information to the Boards and the public. Make any necessary adjustments/revisions and finalize these chapters.

## TASK 4: COMPLETE DRAFT OF 2020 UWMP

- 4.1 Identify any remaining data needs and draft the remaining required chapters of the 2020 UWMP and the supporting sections of the plan (e.g., table of contents, list of tables & figures, acronyms & abbreviations, references, appendices, etc.), as well as the optional section on climate change impacts to supply, and the checklist developed by DWR to assist them with their review. (note: SLVWD and SVWD staff may take

remaining the chapters to the Boards for feedback as they are developed. however, it is not anticipated that consultant will need to attend.)

- 4.2 Send electronic copies of the draft plan (or notify of plan's availability on-line) to local water agencies and other public agencies designated by SLVWD and SVWD staff, at least 60 days prior to public hearing
- 4.3 Present a draft of the complete 2020 UWMP to the SLVWD and SVWD Board and the public for review. Make final revisions to the plan.

#### TASK 5: COMPLETE FINAL 2020 UWMP

- 5.1 Incorporating all Board of Directors feedback on the draft UWMP, complete final draft of UWMP.
- 5.2 In conjunction with SLVWD and SVWD staff, present the final draft to the Board(s) and the public at a public hearing.
- 5.3 Provide SLVWD and SVWD with digital copies in Pdf (fully indexed) and Word formats, and (4) bound copies of the final adopted 2020 UWMP by July 1, 2021. The consultant will assure that electronic versions of the plan meet the specifications of section 508 of the rehabilitation act and be fully available to people with disabilities.

#### TASK 6: PLAN SUBMITTAL

- 6.1 Following adoption of the 2020 UWMP, submit the plan electronically as required/requested by the DWR by the July 1, 2021 submittal date for both agencies.

#### TASK 7: CORRECTIONS

- 7.1 Make any corrections identified as necessary by DWR after adoption. Provide digital and bound of the final report.

### **IV. PROPOSAL REQUIREMENTS**

The proposal should not exceed 10 pages excluding resumes, cover letter, dividers, front and back covers. Responses must be in the following order and must include:

#### 1. Executive Summary

- I. Include a brief overview of the specific approach proposed to meet the needs of SLVWD and SVWD. May also propose varying approaches that meet the same goal yet may save money, increase efficiency, result in a better outcome, etc.
- II. Summarize the contents of your firm's proposal in a clear and concise manner

#### 2. Project Description

- I. Explain the objective of the project and how you propose to accomplish the recognized goals.
- II. Describe the services and deliverables to be provided.
- III. Include a statement on what makes your company uniquely qualified.

#### 3. Contact Information

- I. Legal name and address of the company.
- II. Legal form of company (partnership, corporation).
- III. If company is wholly owned subsidiary of a "parent company," identify the "parent company."

- IV. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- V. Number of staff and the discipline/job title of each.
- VI. Sub-Consultants, if any

4. Organization and Experience of the Project Team

- I. Describe proposed team organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- II. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- III. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with SLVWD and SVWD staff, lines of communication necessary to maintain design on schedule.
- IV. Describe a proposed schedule showing all facets of work.
- V. Describe the company's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.

5. Experience and Past Performance, Including Cost and Schedule Control

- I. Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
  - 1. Owner, contact name and phone number
  - 2. Project size and description
  - 3. Project design budget and total dollar value of completed design
  - 4. Budgeted project design schedule and total time to design completion
  - 5. Estimated construction costs and actual construction costs
- II. Describe the company's past experience and performance on similar projects. Include the information listed above.

6. Creative Alternatives

- I. Discuss any creative solutions to meet the project objectives.

7. Proposed Total Cost and Fee Schedules

- I. Proposed fee must be organized into tasks, as discussed above, with appropriate further breakdown into subtasks.
- II. Proposed fee schedule must include an estimated timeline for completion of each task and subtask.
- III. Proposed fee will not be the sole basis of award but will be considered in evaluating the proposal.
- IV. Proposed fee must include the hourly rates of all staff that will work on the project.

8. Contractual Scope of Services

- I. The Consultant will include a detailed scope of services to be provided. This must be responsive to the requested scope of work with additional detail as necessary.
- II. The Consultant will prepare a detailed schedule showing all facets of work. Both the scope and schedule will become attachments to the contract.
- III. The Consultant certifies that it has fully read the RFP and takes no exceptions to this RFP. If the Consultant

does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

## V. EVALUATION CRITERIA

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- |  |     |
|--|-----|
| 1. Project Description .....                                   | 20% |
| 2. Organization and Experience of Project Team .....           | 20% |
| 3. Past Performance, Including Cost and Schedule Control ..... | 25% |
| 4. Creative Alternatives .....                                 | 10% |
| 5. Proposed Fee .....  | 15% |
| 6. Overall Quality of the Proposal .....                       | 10% |

## VI. SELECTION PROCESS AND SCHEDULE

It is anticipated that a contract will be awarded to the highest-ranking firm. However, SLVWD and SVWD reserve the right to consider other factors such as overall cost and may award contracts to any qualified applicant, regardless of the assigned rank. The districts will enter into negotiations with the selected firm. If a fair and reasonable agreement cannot be reached, the districts reserve the right to select an alternate firm.

The districts anticipate that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	October 8, 2020
Interviews (if deemed necessary)	October 22-23, 2020
Contract Award	November 12, 2020

## VII. SUBMITTAL REQUIREMENTS

Submit a digital copy of the proposal in Pdf format via email. Proposals must be received no later than **3:00 p.m.** local time on **October 8, 2020** at the office of:

Scotts Valley Water District  
2 Civic Center Drive  
Scotts Valley, CA 95066  
Attn: Piret Harmon  
[pharmon@svwd.org](mailto:pharmon@svwd.org)  
Re: 2020 Urban Water Management Plan