

MEMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Environmental Planner

SUBJECT: 2020 Urban Water Management Plan Consulting Award of Contract

DATE: November 05, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and authorize the District Manager to work with Scotts Valley Water District to execute a professional services agreement with Water Systems Consulting, Inc. (WSC) to prepare an Urban Water Management Plan (UWMP) for the two agencies.

BACKGROUND

The California Water Code requires urban water suppliers within the state to prepare and adopt an UWMP for submission to the California Department of Water Resources (DWR). The UWMPs, which are required to be filed every five years, must satisfy the requirements of the Urban Water Management Planning Act of 1983 (the Act) and applicable regulations.

The purpose of the UWMP is for water suppliers to evaluate their long-term resource plans and establish management measures to ensure adequate water supplies are available to meet existing and future demands. The UWMP provides a framework to help water suppliers maintain efficient use of urban water supplies, continue to promote conservation programs and policies, ensure that sufficient water supplies are available for future beneficial use, and provide a mechanism for response during drought conditions.

California Water Code permits water suppliers to complete joint plans allowing for reduced preparation costs, contribute to area wide conservation, and improved local drought resistance. Scotts Valley Water District (SVWD) approached the San Lorenzo Valley Water District (SLVWD) with the idea of a joint UWMP and in September released a Request for Proposals (RFP). SLVWD and SVWD agreed to split the cost 50/50. The Districts received two proposals; Water Systems Consulting, Inc. (WSC) and West and Associates. Both proposals can be reviewed on the District's website through the Environmental Committee agenda here:

<https://www.slvwd.com/home/events/6661>

Staff from both SLVWD & SVWD reviewed and scored each proposal. On October 22, 2020 SLVWD's Environmental Committee held a special meeting and the committee scored the proposals. Both WSC and West & Associates were found to be qualified. WSC's proposal fee total was \$119,971 compared to West & Associates total fee of

\$42,900. However, SLVWD's District Manager and Environmental Planner (staff) and the Committee both reached the conclusion WSC was the highest ranking firm based on evaluation of the proposals against the selection criteria set forth in the RFP. Overall, the Committee and SLVWD staff expressed concern with the limited hours, vague scope, expedited schedule, limited experience with UWMPs, and unfamiliarity with the region reflected in West & Associates' proposal. The Committee made the recommendation that the District move forward with WSC to prepare the 2020 UWMP upon obtaining responses to a few questions. WSC responded to the questions attached as Exhibit A. SLVWD Staff and the Committee recommend moving forward with WSC's proposal based on the firm's higher ranking based on evaluating the proposal against the RFP's selection criteria and especially the following considerations:

- Firm's past coordination with the State (DWR) and a perceived better understanding of the UWMP requirements.
- Extensive knowledge of SLVWD & SVWD infrastructure and service areas.
- Experience with the Santa Margarita Groundwater Agency (SMGWA) and other regional agencies.
- Sub-consultant Montgomery & Associates.
- Previous experience preparing the District's past UWMPs and regional water suppliers UWMPs.

Submission of the completed 2020 UWMP is due to the Department of Water Resources on July 1, 2020. It is recommended the plan development move forward as quickly as possible to allow for smooth submittal. If approved the SLVWD & SVWD will enter into contract negotiations with WSC to negotiate potential cost savings. SVWD's Water Resources and Engineering Committee also recommended that the contract be awarded to WSC and this recommendation will be followed with a formal action from their Board of Directors on November 12th, 2020.

FISCAL IMPACT:
Up to \$60,000

Budgeted: \$60,000