



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Montgomery and Members of the City Council

**THROUGH:** David N. Carmany, City Manager

**FROM:** Jim Arndt, Public Works Director  
Bruce Moe, Finance Director  
Raul Saenz, Utilities Manager  
Gwen Eng, General Services Manager

**DATE:** June 21, 2011

**SUBJECT:** Consideration of the Award of the City's 2010 Urban Water Management Plan to Stetson Engineers, Inc. in an Amount Not to Exceed \$25,909

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**RECOMMENDATION:**

Staff recommends that the City Council approve the award of RFP #838-11 to Stetson Engineers, Inc. for development of the City's 2010 Urban Water Management Plan (UWMP) update in the amount not-to-exceed \$25,909.

**FISCAL IMPLICATION:**

Funds totaling \$25,909 for this project are available in the FY 2010-2011 Public Works Department – Water Division Budget through the Water Pumping account (501-18-231-5101).

**BACKGROUND:**

The California Department of Water Resources (DWR) through the California Urban Water Management Planning Act of 1983 (Act) requires each urban water supplier to support their long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands through preparation of an UWMP. The UWMP is required to be updated every five years. The methodologies used in the development of an UWMP are outlined in the UWMP Guidelines, which were published by DWR in March 2011. The DWR review the submitted plans to ensure compliance with the requirements identified in the Act.

Since development of the City's 2005 UWMP, several amendments have been added to the Act. The most significant impact on the 2010 UWMP were the requirements mandated through the passing of Senate Bill X7-7 on November 10, 2009, which requires a 20% statewide reduction in urban per capita water use in California by December 31, 2020. To this end, Senate Bill X7-7 requires each urban water supplier to develop historical water use baseline, a 2015 interim urban water use reduction target, and a 2020 urban water use reduction target.

Another critical mandated element of the UWMP is related to "future water projects" that the

City will undertake to ensure future water supplies. “Future water projects” identified in the City’s Water Master Plan, developed voluntarily as a planning tool in 2010, will be used to fulfill this mandate.

While failure to comply with the Act would not result in penalties or sanctions, water agencies that do not develop a UWMP will not qualify for water related grants offered by the State of California.

**DISCUSSION:**

Proposals were requested for engineering consulting services to update the City’s UWMP. The consultant will compile relevant data, provide demographic analyses of the City’s service area, project population and water demand growth, update per capita usage, information on recycled water, assessments of the City’s conservation efforts, and recommend water strategies to meet future water demands.

Staff solicited proposals for this requirement and received nine responses. A summary of pricing offered by each contractor is shown below:

<u>Consultant</u>	<u>Proposed Cost</u>
1. Risk Management Professionals	\$22,920
2. SA Associates	\$24,200
3. Infrastructure Engineering Corp.	\$25,057
4. Stetson Engineers, Inc.	\$25,909
5. AKM Consulting Engineers	\$30,020
6. Stetson Engineers	\$33,144
7. Charles Abbott Associates	\$36,234
8. Integrated Resource Management	\$36,260
9. Infrastructure Engineers	\$54,430

As a Professional Services Agreement, the award selection is based upon the following criteria:

- Understanding of the Scope of Work
- Experience in developing Urban Water Management Plans
- Proposed staff experience
- Recommended approach
- Cost effectiveness

The lowest bid from Risk Management Professionals was incomplete. Several of the major tasks were not addressed in their response which leads staff to conclude that this firm does not fully grasp the required scope of work. In addition, only the Project Director, of an overall team size of six, has previous UWMP experience.

The next lowest bidders, SA Associates and Infrastructure Engineering Corporation, allocated too few hours to complete the required tasks. This could result in a poorly developed product and/or increased costs to meet specifications.

After extensive review and evaluation of the proposals, staff has concluded that Stetson Engineers, Inc. would offer the highest quality UWMP update at a reasonable and competitive price. The Project Manager and Project Engineer have directly applicable experience based on a combined

preparation of 30 UWMPs. Stetson Engineers, Inc. staff consists of over 50 technical professionals specializing in all phases of water resources engineering; water system master plans; water supply assessments; hydrologic studies of groundwater basins; computer modeling of water distribution systems and groundwater basins; and water rights valuations.

**CONCLUSION:**

Staff recommends that the City Council approve the award of RFP #838-11 to Stetson Engineers, Inc. for development of the City's 2010 Urban Water Management Plan (UWMP) update in the amount not-to-exceed \$25,909. If approved, the contract would be in the form of a purchase order.

By updating the UWMP, the City will be in compliance with the State of California Urban Water Management Planning Act of 1983. Furthermore, the updated UWMP will serve as a working template for achieving compliance with SB X7-7, which requires daily per capita reductions in water use of 20% by the year 2020; in addition to developing future water projects which will ensure water supplies. Compliance with the Act will also ensure which the City remains eligible for water conservation/construction related grants offered by the State and federal governments.