



REQUEST FOR PROPOSALS:

DEVELOP PRELIMINARY ASSESSMENT OF REGIONAL SB7X-7 TARGETS AND ESTIMATED WATER SAVINGS REQUIREMENTS FOR THE BAWSCA AGENCIES ON AN INDIVIDUAL, SUB-REGIONAL, AND REGIONAL BASIS

SUBMITTALS DUE:

By 4 PM - AUGUST 26, 2010

DELIVER PROPOSALS AND SUBMIT QUESTIONS TO:

Bay Area Water Supply & Conservation Agency
Attention: Anona Dutton, Water Resources Planner
155 Bovet Road, Suite 302
San Mateo, CA 94402
(650) 349-3000

2. PROJECT DESCRIPTION

Develop an analytical, spreadsheet tool that will allow BAWSCA member agencies to evaluate whether they want to pursue compliance with SB7 individually or as part of a regional or sub-regional alliance. Additional detail is provided in Attachment A.

3. ANTICIPATED SCHEDULE FOR CONSULTANT SELECTION

The anticipated schedule for Consultant selection is:

August 20, 2010	Deadline for Questions from Prospective Proposers
August 26, 2010	Proposals due to BAWSCA by 4 PM
September 7, 2010	Potential Interviews
September 16, 2010	BAWSCA Board of Directors Authorizes Award of Contract
September 23, 2010	Contract Signed, Notice to Proceed Issued

4. REQUIRED PROPOSAL FORMAT

The proposals may be in a letter format and, at a minimum, must include the following sections:

Project Understanding:

Proposals shall provide a brief description of the Consultant's understanding of the Project issues, challenges, and opportunities.

Project Approach:

Proposals shall describe the Consultant's recommended approach to implementation of a successful project, in as much detail as necessary.

Proposed Scope of Work:

Proposals shall describe how each of the required tasks in the Scope of Work for this project will be addressed, in as much detail as necessary.

Qualifications/References:

Proposals shall include descriptions of similar projects currently underway or completed within the last five years. Proposals shall also include legal name of firm, location and phone number of main office, date firm was established, current size of firm, and number of employees to be involved in the project. Please identify key team members who will be committed to this project (project manager, etc.) and their relevant experience. Additionally, please provide at least (3) references for key personnel and the project team from past projects completed that were similar in size and scope to this project.

Project Timeline:

Proposals will specify the approach that will be taken to meet the overall project timeline and successfully complete each task. A proposed project schedule should be included in the proposal that identifies the timing of key intermediate deliverables.

Project Budget:

The available funding for this project is limited to \$20,000. Proposals must include an estimated budget to complete the Scope of Work, including the hourly labor rate for all key personnel that will be involved and their anticipated hours per task. Also list any anticipated reimbursable expenses other than labor.

5. PROPOSAL DUE DATE

Four (4) copies of the proposal shall be submitted to the BAWSCA office via mail or in person by 4:00 PM, August 26, 2010. Late proposals will be returned unopened. Postmarks will not be accepted. No faxed or e-mailed proposals will be accepted. All proposals will become the property of BAWSCA.

Questions regarding the proposals must be submitted to BAWSCA, attention Anona Dutton (adutton@bawasca.org), in email form by August 20, 2010. BAWSCA will post answers to questions on our website (www.bawasca.org).

Submission of a proposal constitutes a firm offer to BAWSCA for ninety (90) days from the deadline for submitting proposals. A proposer may withdraw its proposal before the date proposals are due by submitting a written request to BAWSCA. BAWSCA reserves the right to reject any and all proposals, the right to accept the proposal it considers most favorable to BAWSCA's interests, and the right to waive irregularities in the proposal or proposal process. BAWSCA reserves the right to conduct interviews, but also may award the contract without conducting interviews. BAWSCA may request additional information from any Consultant who submits a proposal, determine the best-qualified Consultant to provide the requested services, and withdraw this RFP and not award a contract at any time.

Please send proposals to:

Bay Area Water Supply & Conservation Agency
Attention: Anona Dutton, Water Resources Planner
155 Bovet Road, Suite 302
San Mateo, CA 94402

6. SELECTION PROCEDURE

The following criteria will be used in evaluating proposals, in addition to the number and materiality of exceptions taken to the form of Agreement (Attachment B):

Qualifications:

Proposals will be evaluated based on the qualifications of the firm and the key personnel that will specifically be assigned to perform work on this project.

Project Understanding, Approach and Scope of Work:

Proposals will be evaluated based on the Consultant's ability to accomplish the Scope of Work described in Attachment A and on the overall clarity of the proposal, written in the format described in Section 4. Proposals will be evaluated on the basis of the project understanding and the proposed approach for accomplishing each task and meeting the overall objective of this project.

Ability to Meet Project Timeline and Budget:

Proposals will be evaluated based on the Consultant's presentation of its approach to completing all tasks listed in the Scope of Work according to the timeline provided, and within the proposed budget.

7. INDEPENDENT CONSULTANT AND PROFESSIONAL RESPONSIBILITY OF CONSULTANT

Consultant will agree to maintain in confidence and not disclose to any person, firm, or corporation, without BAWSCA's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process, or operation of business. Consultant will further agree to maintain in confidence and not disclose to any person, firm, or corporation any data, information, technology, or material developed or obtained by Consultant during the term of the Agreement for whatever cause.

Consultant is an independent Consultant and not an employee of BAWSCA. Consultant expressly warrants that it will not represent that it is an employee of BAWSCA.

Consultant represents that it has all necessary licenses to perform the work and shall maintain them during the term of this Agreement. Acceptance by BAWSCA of the work performed under this Agreement does not operate as a release of Consultant from its professional responsibility for the work performed.

8. FORM OF AGREEMENT

The Consultant selected by BAWSCA will be required to execute an Agreement with BAWSCA. A sample of BAWSCA's standard Agreement is attached as Attachment B so that potential proposers have an opportunity to review its terms and conditions. If a proposer desires any modifications to the form of Agreement, those requested modifications must be submitted for consideration with the proposal. Otherwise, the proposer will be deemed to have accepted all the terms and conditions included in the form of Agreement.

ATTACHMENT A

SCOPE OF WORK

1. BACKGROUND

In 2009 the California state legislature passed Senate Bill 7x-7 (SB7) as part of the Delta Package. Pursuant to SB7, the state established a goal to reduce urban per capita water use by 20 percent no later than December 31, 2020, and by at least 10 percent no later than December 31, 2015. These water use reductions will be compared against water use during a 10 to 15-year baseline period that ends between 2004 and 2010.¹

SB7 requires that urban retail water suppliers (URWS) which deliver more than 3,000 acre-feet of water or that serve more than 3,000 connections meet specified 2015 and 2020 water use targets (Targets) using one of four methods: (1) Method 1: a 20 percent reduction in baseline per capita water use, (2) Method 2: compliance with established performance standards, (3) Method 3: a 5 percent reduction from the applicable state hydrologic region target set in the California Department of Water Resources (DWR) 2009 Draft 20x2020 Water Conservation Plan, or (4) Method 4: a method that will be developed by DWR by December 31, 2010. At a minimum, an URWS must reduce its per capita daily water use by at least 5 percent, unless that URWS has a baseline water use of less than 100 gallons per capita per day (GPCD).

An URWS may develop and meet its target either individually (considering its own service area only) or regionally. For the purposes of the BAWSCA agencies, a regional approach may either include all of the BAWSCA agencies subject to SB7, or a sub-group(s) of agencies which formally agree to form a regional water management group, or alliance.

BAWSCA was specifically named in SB7 (Water Code §10608.28(a)(2)) as a regional entity that could assist the BAWSCA agencies with SB7. In addition, BAWSCA's enabling legislation was recently amended to clarify BAWSCA's authority to implement SB7 planning compliance. Guidelines are currently being developed by DWR for such regional compliance, and are expected to be finalized in October 2010.

Based on review of the most recent *DWR Draft Methodology for Regional Compliance* (dated July 12, 2010), there appears to be an advantage to several BAWSCA member agencies to comply with SB7 on a regional basis through BAWSCA. BAWSCA is, therefore, pursuing development of a preliminary assessment of individual, regional and sub-regional baselines, Targets and estimated water savings requirements. The BAWSCA Preliminary Regional SB7 Analysis will rely on currently available data provided by the member agencies (i.e., population and water use information from the historical

¹ DWR Draft Urban Water Use Target Technical Methodologies, July 12, 2010: If recycled water comprises less than 10 percent of 2008 retail water delivery, the baseline values must be calculated over a continuous 10-year period ending no earlier than December 31, 2004 and no later than December 31, 2010. If recycled water comprises more than 10 percent of 2008 retail water delivery, the baseline values must be calculated over a continuous 10- to 15-year period ending no earlier than December 31, 2004 and no later than December 31, 2010.

BAWSCA Annual Surveys, and water use projections from the 2009 Water Conservation Implementation Plan, and the 2010 Long-term Reliable Water Supply Strategy Phase I Scoping Report) to do this assessment. The BAWSCA Preliminary Regional SB7 Analysis will focus on Methods 1 and 3. Methods 2 and 4 are not being pursued as part of the Preliminary Regional SB7 Analysis because they are more complex, require data that are not readily available, or will not be authoritatively described until December 2010.

The result of the Preliminary Regional SB7 Analysis completed by BAWSCA will, based on the available data, provide a preliminary estimate of the highest Baseline and Current Water Use values and the Targets for Methods 1 and 3 for each agency, selected sub-regions, and the BAWSCA region as a whole.² This information will be developed through use of a spreadsheet tool that can be easily modified and that will be made available to BAWSCA and the agencies for potential future use and augmentation. The method, assumptions and results of the Preliminary Regional SB7 Analysis, description of the tool, and the data sources used for the analysis, as well as the key results will be presented in a technical memorandum that the agencies can use to preliminarily assess the potential benefits of pursuing compliance with SB7 individually or as part of a regional or sub-regional alliance. If agencies do decide to pursue development of an alliance, then additional work will have to be done by the agencies wishing to pursue the alliance, by BAWSCA, or both.

2. KEY DATA & REPORTS

Several sources of data and reports will be needed to support this Preliminary Regional SB7 Analysis including, but not limited to:

- BAWSCA, Annual Survey FY 2008-09 (and prior Annual Surveys dating back to FY 1988-89);
- BAWSCA, 2009 Water Conservation Implementation Plan (WCIP; September, 2009);
- BAWSCA, Long-Term Reliable Water Supply Strategy Phase I Scoping Report (Strategy; May, 2010).

These reports will be provided directly by BAWSCA, and/or are available on the BAWSCA website (www.BAWSCA.org).

In addition, BAWSCA will work with its member agencies to compile the updated water supply, demand and conservation information that the agencies intend to include in their 2010 Urban Water Management Plans, to the extent that that information is available. These data, if available, will be provided to Consultant by BAWSCA.

² Because three of the BAWSCA member agencies, Brisbane, Guadalupe Valley Municipal Improvement District, and Purissima Hills Water District do not serve more than 3,000 acre-feet per year of water, or more than 3,000 connections, they are exempt from SB7. There are other agencies which use less than 100 GPCD and may also be exempt from and water savings requirements pursuant to SB7, but may still choose to participate on a regional or sub-regional basis.

3. TASK 1 – ESTABLISH BASELINE DAILY PER CAPITA WATER USE ON INDIVIDUAL, SUBREGIONAL, AND REGIONAL BASIS

Base Daily Per Capita Water Use is defined as average gross water use, expressed in gallons per capita per day, for a continuous, multiyear base period. The Water Code specifies two different base periods for calculating Daily Per Capita Water Use under Water Code Sections 10608.20 and 10608.22:

- The first base period is a 10- to 15-year continuous period (ending no earlier than December 31, 2004 and no later than December 31, 2010) that is used to calculate baseline per capita water use per Water Code Section 10608.20 (“Baseline Water Use”).³
- The second base period is a continuous 5-year period (ending no earlier than December 31, 2007, and no later than December 31, 2010) that is used to determine if the 2020 per capita water use Target meets the legislation’s minimum water use reduction requirement per Water Code Section 10608.22 (“Current Water Use”).

Pursuant to this Task, the Consultant shall develop a spreadsheet tool that will provide a straightforward calculation of a preliminary estimate of the highest Baseline Water Use based on historical water use and population data provided by the agencies for the Annual Surveys, and the methodology approved by DWR and the SB7 legislation. The Baseline Water Use values must be calculated for each BAWSCA agency subject to SB7, for the BAWSCA region, and for up to five different sub-regions, as determined in consultation with BAWSCA. The spreadsheet tool should be developed such that it provides a simple means for iterating between the various alternatives under consideration (i.e., variations in years used to calculate the Baseline Water Use and variations in which agencies comprise the sub-regional configurations).

This spreadsheet tool must be designed such that it is fully integrated with those that are developed to support the analysis requested as part of Tasks 2, 3 and 4. This spreadsheet tool must also be designed such that it can be used, and the supporting data revised, by BAWSCA and/or the agencies.

4. TASK 2 – ESTABLISH CURRENT WATER USE AND MINIMUM WATER USE REDUCTION REQUIREMENTS ON INDIVIDUAL, SUBREGIONAL, AND REGIONAL BASIS

Pursuant to this Task, the Consultant shall develop a spreadsheet tool that will provide a straightforward calculation of a preliminary estimate of the highest Current Water Use based on historical water use and population data provided by the agencies for the Annual Surveys, and the methodology approved by DWR and the SB7 legislation. The Current Water Use values must be calculated for each BAWSCA agency subject to SB7, for the BAWSCA region, and for up to five different sub-regions, as determined in consultation with BAWSCA. The spreadsheet tool should be developed such that it provides a simple

³ DWR Draft Urban Water Use Target Technical Methodologies, July 12, 2010: If recycled water comprises less than 10 percent of 2008 retail water delivery, the baseline values must be calculated over a continuous 10-year period ending no earlier than December 31, 2004 and no later than December 31, 2010. If recycled water comprises more than 10 percent of 2008 retail water delivery, the baseline values must be calculated over a continuous 10- to 15-year period ending no earlier than December 31, 2004 and no later than December 31, 2010.

means for iterating between the various alternatives under consideration (i.e., variations in years used to calculate the Current Water Use and variations in which agencies comprise the sub-regional configurations).

The Consultant shall also compare the Current Water Use values for those agencies that have Current Water Use values greater than 100 GPCD, to the 2020 Targets developed in Tasks 3 and 4 to confirm that the Targets meet the legislation's minimum water use reduction requirement per Water Code Section 10608.22. If the water reduction requirement is not met, adjust the Targets developed in Tasks 3 or 4 accordingly.

This spreadsheet tool must be designed such that it is fully integrated with those that are developed to support the analysis requested as part of Tasks 1, 3 and 4. This spreadsheet tool must also be designed such that it can be used, and the supporting data revised, by BAWSCA and/or the agencies.

5. TASK 3 – DEVELOP 2015 AND 2020 TARGETS USING SB7 METHOD 1 AND ESTIMATE WATER SAVINGS REQUIREMENTS ON INDIVIDUAL, SUBREGIONAL, AND REGIONAL BASIS

Pursuant to this Task, the Consultant shall develop a spreadsheet tool that will provide a provide a straightforward calculation of a preliminary estimate of the 2015 and 2020 SB7 Method 1 Targets for each BAWSCA agency subject to SB7, for the BAWSCA region, and for up to five sub-regions. The spreadsheet tool should be developed such that it provides a simple means for iterating between various sub-regional and regional configurations to identify the optimal Targets for each agency, the sub-regions, and the BAWSCA region as a whole.

The spreadsheet tool must also calculate the projected potential *additional* water savings requirements, if any, based on the difference between the preliminary estimate of the Baseline and Current Water Use values, the projected future demands identified in the WCIP and the Strategy, and the preliminary estimate of the SB7 Method 1 2015 and 2020 Targets. This analysis must be performed for each agency, the sub-regions, and the BAWSCA region as a whole for both 2015 and 2020. The *additional* water savings requirements must be presented in terms of both GPCD and million gallons per day (MGD).

This spreadsheet tool must be designed such that it is fully integrated with those that are developed to support the analysis requested as part of Tasks 1, 2 and 4. This spreadsheet tool must also be designed such that it can be used, and the supporting data revised, by BAWSCA and/or the agencies.

6. TASK 4 – DEVELOP 2015 AND 2020 TARGETS USING SB7 METHOD 3 AND ESTIMATE WATER SAVINGS REQUIREMENTS ON INDIVIDUAL, SUBREGIONAL, AND REGIONAL BASIS

Pursuant to this Task, the Consultant shall develop a spreadsheet tool that will provide a provide a straightforward calculation of the preliminary estimate of the 2015 and 2020 SB7 Method 3 Targets for each BAWSCA agency subject to SB7, for the BAWSCA region, and for up to five sub-regions.

The spreadsheet tool must also calculate the projected potential *additional* water savings requirements, if any, based on the difference between the preliminary estimate of the Baseline and Current Water Use values, the projected future demands identified in the WCIP and the Strategy, and the preliminary estimate of the SB7 Method 3 2015 and 2020 Targets. This analysis must be performed for each agency, the sub-regions, and the BAWSCA region as a whole for both 2015 and 2020. The *additional* water savings requirements must be presented in terms of both GPCD and MGD.

This spreadsheet tool must be designed such that it is fully integrated with those that are developed to support the analysis requested as part of Tasks 1, 2 and 3. This spreadsheet tool must also be designed such that it can be used, and the supporting data revised, by BAWSCA and/or the agencies.

7. TASK 5 – PREPARE SUMMARY TECHNICAL MEMORANDUM

Prepare one draft and final summary technical memorandum (TM) that documents the data inputs, sources, assumptions, and results of the analysis completed as part of Tasks 1 through 4. Specifically, this TM must identify the preliminary estimates of the Baseline and Current Water Use values and the preliminary estimates of the Targets for Methods 1 and 3 for each agency, up to five sub-regions, and the BAWSCA region as a whole. The TM should also serve as a user guide for the analytical spreadsheet tool(s) (i.e., clearly explain how to modify key assumptions and data inputs to modify analysis). The spreadsheet tool(s) developed as part of Task 1 through 4 will be transmitted to BAWSCA for distribution to and potential future use by BAWSCA, the member agencies, or both.

8. TASK 6 – PROJECT MANAGEMENT

Participate in conference calls and up to three meetings and provide technical and other support to BAWSCA, as needed (e.g., developing agendas, powerpoint slides, tables, figures and other information).

9. SCHEDULE

It is anticipated that this effort will initiate in October 2010 and continue through December 2010. Intermediate deadlines and deliverables will occur during the project timeline, based on a mutually-agreed-upon schedule determined by BAWSCA and the Consultant.

ATTACHMENT B
BAWSCA STANDARD TERMS AND CONDITIONS