



Request for Information No. 1

October 30, 2025

**Project: 2025 Urban Water Management Plan
Questions and Answers**

Question 1. *I understand the RFP is due Nov 5th and questions are due by Oct 29th. However, I don't see when the City would provide us responses to our questions. Can you please provide me what date I could anticipate to get responses back?*

A1. Answer will be provided on Thursday, October 30, 2025.

Question 2. *There is a section in the RFP called "Support Services" and it states that the "City wishes its 2025 UWMP to function as a living-document.." . Does the City understand that once the UWMP is uploaded-before the July 1st, 2026- it is pretty much a completed document and won't require updating?*

A2. The City is aware of this.

Question 3. *For those other items listed under "Support Services", would you like us to provide our rates per personal since we can't really gauge the man-hours for all those other items?*

A3. For Support Services noted on Page 5 and 6 of the Request for Proposals (RFP), please list them as optional services and provide rates per personnel services.

Question 4. *On Page 6 of the RFP under Proposal Format, Item 1. Transmittal Letter, it says "State the firm's acceptance of the City's Professional Services Agreement as well as any insurance and business license requirements." A sample agreement was not included.*

A4. Attached please find Sample Professional Services Agreement.

Q5. *By biggest concern is regarding the Support Services section. How would the City like the consultant to provide cost to those tasks? Wouldn't that fall more under an on-call water resource management contract vs making it part of this UWMP?*

A5. For Support Services noted on Page 5 and 6 of the Request for Proposals (RFP), please list them as optional services and provide rates per personnel services.

Question 6. *Other than the Kick-off Meeting (in person), would the City be willing to have all other meetings be virtual?*

A6. Yes, other meetings can be held virtual. Kick-off meeting will be held in person.

Question 7. *2025 UWMPs can cover either CY 2025 or FY 2024-2025, and the City's 2020 UWMP covered CY 2020. Would the City like the 2025 UWMP to cover CY 2025?*

A7. The 2025 UWMP should include Calendar Year 2025

Question 8. *Are Support Services stated in the RFP to be listed as optional items?*

A8. For Support Services noted on Page 5 and 6 of the Request for Proposals (RFP), please list them as optional services and provide rates per personnel services.

Question 9. *What is the length of the Contract for this project, as the City may require Water Supply Assessments and Annual Reports even after the 2025 UWMP completed?*

A9. The length of this contract will be until the completion and submission of the 2025 UWMP as well as any follow-up corrections/clarifications that may be required pertaining to the 2025 UWMP. All Support Services and Annual Reports are optional services. The City currently has Water Supply Assessment.

Question 10. *Is the City able to identify and provide details for applicable development*

projects for Water Supply Assessments? If not, will an hourly rate scheduled be accepted by the City, and the total fee for each will be determined at a later time?

A10. The City currently has Water Supply Assessment information and will provide information to Consultant.

Question 11. *The RFP states (5) hard copies of Administrative Draft deliverables, five (5) hard copies of Public Draft deliverables, eight (8) hard copies of Final Draft deliverables, and eight (8) hard copies of Final UWMP deliverables, which equates to twenty-six (26) printed copies. This appears to be a large number of prints compared to the amount of City staff that will likely be reviewing the UWMP, in addition to the electronic version. We would just like to confirm that this is to be maintained, or if less prints will suffice? This will also drastically reduce printing costs.*

A11. The Consultant may provide *electronic copies* for the *Administrative Draft deliverables* and *Public Draft deliverables*. **The Consultant must provide eight (8) hard copies of the Final Draft deliverables, and eight (8) hard copies of Final 2025 Urban Water Management Plan deliverables.**

Question 12. *Seismic Risk Evaluation: Please elaborate on the City's expectation for the consultant to meet this Water Code requirement. Can the consultant rely on the City's latest Emergency Response Plan, Risk and Resilience Assessment, and June 2018 Local Hazard Mitigation Plan, or more recent seismic evaluation of its infrastructure?*

A12. The City will provide Consultant Emergency Response Plan, the Earthquake procedures are noted in this plan.