



## **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

FOR

PREPARATION OF

### **2025 URBAN WATER MANAGEMENT PLAN**

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Date: October 15, 2025

Subject: Request for Proposals to prepare the **2025 Urban Water Management Plan (UWMP) Update.**

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**DUE DATE:** Proposals are due by **Wednesday, November 5, 2025 at 5:00 p.m. to:**

Public Work Department  
City of San Fernando  
117 Macneil Street (City Hall)  
San Fernando, CA 91340

**QUESTIONS:** Questions regarding this RFP must be submitted in writing and received by **Wednesday, October 29, 2025 at 5:00 pm** and can be addressed to:

Patsy Orozco, Civil Engineering Assistant II  
City of San Fernando  
117 Macneil Street  
San Fernando, CA 91340  
[POrozco2@sfcity.org](mailto:POrozco2@sfcity.org)

**PROJECT INTRODUCTION:**

The City of San Fernando is required by the Urban Water Management Planning Act, California Water Code Section 10610 *et. seq.*, to prepare and adopt an updated Urban Water Management Plan (UWMP) every five years. The 2025 UWMP must be adopted and submitted to the California Department of Water Resources). The Water Code also specifies the contents and procedures for adoption of the UWMP. The UWMP is to be filed with the California Department of Water Resources (DWR). The City prepared an UWMP in 2020.

The City's 2025 Urban Water Management Plan must be adopted by City Council and submitted to DWR on or before **July 1, 2026**.

The City of San Fernando invites qualified consultants to submit proposals to provide professional consulting services for the preparation of the 2025 Urban Water Management Plan. Proposals will be received in the office to Public Works by **5:00pm on Wednesday, November 5, 2025**.

An envelope containing one (1) executed original and two (2) signed spiral-bound copies of the proposal must be sealed and addressed to the City of San Fernando, 117 Macneil Street, San Fernando, CA 91340. Attention: Public Works and must be marked "**RFP- 2025 UWMP**." The envelope must show the proposer's name and address.

Proposals will not be opened publicly. Any proposal received after the established closing date and time will not be accepted and will be returned to the proposer unopened.

Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The proposer or the proposer's authorized agent must sign such request.

**OBJECTIVES:**

The Consultant must develop a complete 2025 Urban Water Management Plan to address changing conditions related to water availability and usage and to ensure reliability of water for the 20-year duration of the Plan. The Consultant shall prepare a 2025 UWMP for the City per the 2025 UWMP Guidebook for Urban Water Suppliers that fulfills the Water Code and complies with final DWR UWMP reporting requirements. All applicable Water Code amendments legislated prior to adoption of the 2025 UWMP must be included in the City's UWMP and updated as needed.

The final documents will contain recommendations for planning, program operation, and maintenance of the water distribution system.

**SCOPE OF WORK:**

The consultant must develop a complete 2025 Urban Water Management Plan to address changing conditions related to water availability and usage and to ensure reliability of water for the 20 year duration of the Plan; and to update the 2020 UWMP to re-evaluate and improve the program for

equitable distribution of water during a shortage. The final documents will contain recommendations for planning, program operation, and maintenance of the water distribution system. Implementation of the Plan will not be within the scope of this project. The Plan must be completed, adopted by the City Council **no later than June 1, 2026**, and filed with the DWR **on or before July 1, 2026** in order to be eligible for State grants, loans, and drought assistance.

The following tasks are typical of the services to be performed. The City reserves the right to modify or substitute tasks as necessary. The services to be provided by the Consultant in the preparation of the 2025 UWMP include the following items, but are not limited to:

### **Project Administration and Management**

The Consultant shall manage the project, carefully controlling resources utilized and costs. Consultant shall assign a project manager for the project who will act as the City's primary contact, and will be entirely responsible for the Consultant's work (including sub-consultant work). The following project management activities will be required:

**Project Kickoff Meeting**-Conduct Kickoff Meeting after the contract is executed and the Notice to Proceed is provided. The purpose of the kickoff meeting is to discuss the City's expectations for the project, review provided information, request additional information, review timelines, and establish communication protocols for the project.

**Monthly Progress Reports**-The Consultant shall provide monthly progress reports to the City's project manager, which will include the following information:

- Work completed in the latest reporting period.
- Work anticipated to be completed in the next reporting period.
- Problems/obstacles identified during the reporting period.
- Outstanding issues.

**Coordination Meetings**-The Consultant shall conduct coordination meetings as needed. Attendees will include City Engineering and Water Department personnel as appropriate, as well as appropriate members of the consultant team. Consultant shall provide agenda and prepare minutes for all meetings. In addition, Consultant shall update project schedule prior to the coordination meeting and present updated schedule at meeting.

### **Scope of Services**

The Consultant shall prepare a detailed Scope of Services for the project. The Consultant is encouraged to include additional scope of services tasks that it feels should be included in an UWMP update. The Scope of Services should describe each step. The Scope of Services provided will be subject to negotiation.

### **Data Collection and Background Information Review**

Consultant shall review background information regarding the City's service area, water supply, water demand, water policies, and the City's 2020 UWMP. The objective of this task is to gather available data necessary to satisfy the requirements of the Water Code. The Consultant shall provide a list of the required data necessary to update the City's 2025 UWMP. Information to be collected and reviewed includes, but is not limited to, the following:

1. Current and proposed land uses.
2. Population estimates and projections. The Consultant shall include population estimates for each of the base years as well as a notation citing the use of the Department of Finance (DOF) data, CWC 10608.20 (e) (f) and (h)(A)
3. Historical, current, and projected water consumption by user class, including recycled water demand.
4. Water resources (including reliability)
5. Water quality issues, including known contaminants
6. Current water rate structure
7. Water Conservation accomplishments
8. Water Conservation Ordinances currently or previously adopted by the City of San Fernando.
9. Planned modifications to the City water system and available supply.
10. The Consultant shall supply a list of pertinent additional data that will be required to complete the 2025 UWMP.

### **Prepare 2025 Urban Water Management Plan**

Consultant shall perform all necessary analysis and documentation to perform an updated UWMP to meet the latest requirements of the Urban Water Management Planning Act. Consultant responsibilities included but are not limited to:

1. Update the supply and demand analysis from the 2020 UWMP and conform it to the UWMP format.
2. Use the format consistent with the forthcoming 2025 UWMP Guidebook and DWR communications.
3. Compile and develop information to fulfill data reporting requirements
4. Develop baseline per capita water use, final and interim urban water use targets, and demand management measures.
5. Provide appropriate analysis and discussion regarding potentially sensitive topics.
6. Assist the City with public meetings and City Council adoption.
7. Establish and enforce a timeline to ensure the draft UWMP is submitted in timely manner and the public review period is completed on schedule so that the **City can adopt the 2025 UWMP by no later than June 1, 2026** and submit it to DWR on or before **July 1, 2026**.
8. Submit 2025 UWMP data to the DWR WUE Portal online.
9. Coordinate plan preparation with neighboring districts.
10. Follow-up work, required in the event the DWR does not find the reports to be acceptable (Non-compliance) or in the event DWR requires changes in the reports, the Consultant will respond/revise the 2025 UWMP to the satisfaction of the agency and DWR within 3 months

of receiving comments from DWR.

### **Prepare Draft/Final Report Plan**

Consultant shall document the UWMP for the City.

1. **Administrative Draft**-Consultant shall provide five (5) copies of the Draft UWMP to the City including all tables, figures, and appendices for internal staff review.
2. **Public Draft**-Consultant shall incorporate staff comments/edits into a second draft for public review. Consultant shall work with City staff to present the Public Draft to City Council. Consultant shall provide five (5) copies of the Public Draft UWMP to the City including any revised tablets, figures, and appendices for public review. The Consultant shall prepare any necessary meeting materials such as handouts, posters, and presentations.
3. **Final Draft**-Consultant shall incorporate comments from the public review process into a third draft and provide eight, (8) copies for the City Council Review, including public comment of a public hearing. Consultant shall also prepare a presentation for the public hearing to present the 2025 draft UWMP to City Council.
4. Consultant shall incorporate any comments/edits received at the City Council meeting before providing a dated copy, stamped DRAFT, to the DWR for review and comments. Consultant shall consult with the DWR on their comments or questions and edit the UWMP as necessary to incorporate their responses. Upon incorporation of any edits required by the DWR, the UWMP shall be submitted to City Council for adoption.
5. Consultant shall prepare and submit 8 bonded hard copies of the final UWMP to the City.
6. Consultant shall prepare and submit an electronic file of the Final UWMP to the City both in PDF and word format.
7. Consultant shall submit a copy of the Final UWMP to DWR on or before July 1, 2026.

### **Support Services**

The City wishes its 2025 UWMP to function as a living document-a planning tool that can address changes in the City's water resources as they arise. As such, in addition to the above tasks, the 2025 UWMP may have other tasks assigned by City staff, which relate to water supply planning including, but not limited to:

1. UWMP Updates-as required due to significant changes in water supply before the next official update is submitted to the DWR in 2025. If a significant update is required, consultant will be responsible for resubmitting the updated UWMP to the DWR to gain approval of all changes made.
2. Annual Reports-prepare, at a minimum, and annual water resources report that can be used to keep City Council members and other key decision makers informed of pertinent issues regarding the City's water supplies and a discussion of current local and regional water supply issues.
3. Water Supply Assessments-prepare and/or update Water Supply Assessments for proposed new developments as required by the Water Resources Division or the Development Services Department.

4. Water Supply Projections-coordination with State and local agencies requiring water supply projections and/or data analysis and as needed to support the City's General Plan.
5. Water Supply Planning-as required by future legislation or regulations identifying additional planning or project implementation impacts to the City's UWMP. Pertinent legislative topics may include, but are not limited to Delta stability, endangered species issues in the Delta, mandatory conservation and/or allocations due to drought or other unanticipated supply reductions, water conservation requirements, recycled water requirements, and groundwater pumping restrictions.
6. Groundwater Planning-coordination with City regarding ground water credits, pumping, and other issues as needed.
7. Water Conservation Planning-coordination with the City's Water and Public Works staff regarding water conservation and demand management issues as needed.
8. Climate Change Planning-assess the impacts of climate change on regional and local water resources as needed.

**PROPOSAL FORMAT:**

The City's policy is to screen Consultant(s) based upon their proposal summary and similar project reference checks. The proposal should include:

**1. Transmittal Letter:**

Introduce Consultant firm, person authorized to negotiate contract on behalf of the Consultant firm for this project, and Project Manager. Briefly summarize understanding of project, qualifications, and experience. Briefly summarize methodology to ensure 2025 UWMP is submitted to DWR on or before July 1, 2026. State the firm's acceptance of the City's Professional Service Agreement as well as any insurance and business license requirements.

**2. Methodology:**

Provide a detailed description of the methods, techniques, strategy proposed to complete this project in a timely manner. Identify tasks, deliverables, and personnel responsible for those items. Identify proposed milestones as well as critical dates. State the data and expected level of support from City staff.

**3. The Team:**

Identify the Project Manager and any essential personnel assigned to this project. Said project personnel shall have experience working on similar water resource planning projects. State the project personnel's experience, training, and expertise in the area of work required to generate the final 2025 UWMP. Identify project personnel that will be available until project completion. State the availability of project personnel and the extent of their responsibilities for this project. Provide names, phone numbers, fax numbers, and emails of project personnel.

Provide a brief description of other similar projects and identify the roles and responsibilities of project personnel in those projects.

Include a description of the proposed project organization, including identification of key personnel and their qualifications, experience, experience with firm, and project responsibilities. Include a discussion of the staffing plan to meet the required/specialized scope of work.

Include the resumes of project personnel that will be proposed for these services. The manager or professional personnel will be responsible for planning, coordinating, and conducting the majority of the work must be identified and committed for the proposed services.

**4. Relevant Project Experience:**

The past performance is evaluated for providing quality services in an efficient and timely manner. Please provide a list and brief description of projects performed with similar scope, contact person's name, address and phone number of whom the service was provided to, contract amount, and whether the project was completed on time and within budget and if not, please explain why.

**5. Project Schedule:**

Provide Timeline of proposed schedule for all the services necessary to complete the requirements of the 2025 UWMP. Indicate methods, tasks, and tools used to develop the schedule. Timeline must be updated throughout the course of the project. Also include public review period to ensure 2025 UWMP is adopted by City Council no later than June 8, 2026 and submitted to Department of Water Resources on or before July 1, 2026.

**6. Proposal Fee:**

Along with the proposal, submit the cost estimate in a separate envelope marked "**Proposal Fee.**" The cover letter of this item shall have a total "not-to-exceed" fee. The estimate must identify each task, estimated hours with corresponding billing rates as well as any anticipated fee increases throughout the duration of the project required to complete the task.

Reimbursable Expenses: Consultant must attempt to estimate the expected reimbursable expenses, and should include an allowance for these expenses in a **total "not-to-exceed"** fee of the contract. Reimbursable expenses may include; mileage for meetings and/or presentations, materials required preparing report and/or presentations, and reproduction and printing costs required to carry out the services outlined above.

**SELECTION CRITERIA:**

The City of San Fernando has the sole authority to select a consultant and reserves the right to reject any and all statements of qualification. The City reserves the right to approval of all subcontractors proposed to be retained by the principal company. The completion of the selection process does not obligate the City to enter into any agreement with any or all of the short listed and ranked consultants.

The City's policy is to screen Consultant(s) based upon their proposal summary and similar project reference checks. Factors to be considered in initial screening and final selection may include but are not limited to:

- Comprehension and responsiveness of the requirements of 2025 UWMP Guidebook for Urban Water Suppliers with respect to the Water Code
- Ability to gather and compile all the data required for the composition of the 2025 UWMP
- Ability to communicate with staff, coordinate meetings and provide updates
- Ability to meet all milestones in a timely manner
- Ability to generate and submit a DWR approved 2025 UWMP on or before July 1, 2026
- Ability to deliver a final 2025 UWMP within budget
- Experience and qualifications of the firm and essential personnel assigned to this project
- Information obtained from references
- Degree of consideration given to other issues and constraints not currently indicated in this RFP or 2025 UWMP Guidebook for Urban Water Suppliers.

### **CONSULTANT SELECTION PROCEDURE**

The selection process will be conducted as follows:

1. Advertise (RFP) – October 15, 2025
2. Receive responses to the RFP – November 5, 2025
3. Evaluate RFP's and select proposed company- November 6-10, 2025
4. Award contract to selected company – by November 17, 2025

### **DUE DATE**

Sealed Proposals will be received at the Public Works Department, City Hall, 117 Macneil Street, San Fernando, California 91340 until **November 5, 2025 at 5:00pm.**

All the RFP's must be provided in the **PROPOSAL FORMAT** noted in this RFP. The bidder shall provide the original (unbound) and two copies of the proposal. Fax or electronic submission of the bid proposals will not be allowed.

### **CITY RIGHTS & RESPONSIBILITIES:**

The City may investigate the qualifications of any firm under consideration, may require confirmation of information furnished, and may require additional evidence of qualifications to perform the services described in the RFP.

The City reserves the right to:

- Reject any or all of the proposals.
- Issue subsequent RFP's.
- Cancel the entire RFP.
- Remedy technical errors in the RFP process.
- Appoint evaluation committees to review proposals.
- Establish a short list of Proposers eligible for discussion after review of written proposals.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Award a contract to one or more Proposers.
- Accept other than the lowest priced proposal.
- Waive informalities and irregularities in proposals.
- Proposals shall become property of the City

City Responsibilities:

- The City intends to assist the consultant in the performance of its duties rather than direct and supervise the consultant's work. The City's primary contact for the consultant work shall be Patsy Orozco, Civil Engineering Assistant II
- The City will also do its best to provide all record information relative to this project.

**This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract.**

**NOTICE OF INTENTION  
REQUEST FOR PROPOSAL**

**FROM:**

**[CONSULTANT FIRM NAME]** \_\_\_\_\_

**[AUTHORIZED REPRESENTATIVE]** \_\_\_\_\_

**[PHONE NUMBER]** \_\_\_\_\_

**[FAX NUMBER]** \_\_\_\_\_

**[EMAIL]** \_\_\_\_\_

**Please state your intention with regard to this Request for Proposal by selecting one of the following:**

**[ ] INTENDS to respond to this Request for Proposal**

**[ ] DOES NOT INTEND to respond to this Request for Proposal**

**Please return via mail :**

**CITY OF SAN FERNANDO  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340  
ATTENTION: PATSY OROZCO**