



**CITY OF BEVERLY HILLS**  
**DEPARTMENT OF PUBLIC WORKS SERVICES**

**MEMORANDUM**

**TO:** Public Works Commission

**FROM:** Trish Rhay, Utility Manager

**DATE:** March 14, 2014

**SUBJECT:** Comments from the Public Works Commission on the Water Enterprise Plan Request for Proposal

**ATTACHMENTS:**

1. Request for Proposal

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At the February 27<sup>th</sup> Public Works Committee meeting, staff presented the Public Works Commission a draft of the Water Enterprise Plan Request for Proposal (RFP).

The Commission requested the opportunity to study the draft RFP to prepare and submit comments towards the final draft of the RFP at its March 14<sup>th</sup> meeting.



*City of Beverly Hills*

*Public Works Services Department*

*345 Foothill Road*

*Beverly Hills, CA. 90210*

*Water Enterprise Plan Development*

*Request for Proposal*

*For*

*Professional Planning and Engineering Services*

*February 2014*

## **I. Introduction**

The City of Beverly Hills Public Works Services (PWS) Department is requesting proposals from qualified, interested firms to provide professional services for the development of a comprehensive Water Enterprise Plan. This RFP describes the required plan, scope of services, schedule, and the selection process.

It is the intent for this plan to set the City of Beverly Hills ten (10) year Water Enterprise's business direction including goals, policies and forecasted expenditures. Additionally this plan will identify and detail the administrative, operational and capital projects/programs to achieve the overall Water Enterprise Plan.

## **II. Background**

The Beverly Hills service area consists of approximately 4,010 acres – 3,642 acres within the Beverly Hills city limits and a 368 acre portion of West Hollywood. There are 11,000 customer accounts across residential, commercial and a small industrial base. Approximately 85 percent of the land use in Beverly Hills is zoned for residential use. Unlike many cities, the commercial and business district of the City of Beverly Hills is in a centralized area south of Santa Monica Boulevard.

The primary source of water supply (90%) for the Beverly Hills service area comes from the Metropolitan Water District of Southern California (MWD). There are two primary service connections from MWD. There are also two emergency water service connections to the Los Angeles Department of Water and Power (LADWP). Additionally, Beverly Hills independently owns and operates a Reverse Osmosis water treatment plant. The maximum capacity of the treatment facility is currently 3.0 MGD. It could be expanded to 6.0 MGD. However, the current production rate of the existing four (4) ground water wells only allows the plant to operate at around 1.0 to 1.5 MGD on a five (5) day per week schedule.

The water system is divided into 13 pressure zones that are established to provide acceptable pressures across the system. The system currently includes ten (10) pumping stations with a total of twenty seven (27) pumps, nine (9) reservoirs with a nominal capacity of 42.8 million gallons (MG), one (1) decommissioned reservoirs, four (4) deep groundwater wells and a network of distribution pipelines.

The City's last Water Master Plan was prepared by Black and Veatch in 2002. The 2002 plan focused solely on existing and future infrastructure capacity needs. The City also completed its latest Urban Water Management Plan (UWMP) in 2010.

The City of Beverly Hills does have various policies on issues such as groundwater protection, water conservation, and other program level initiatives. However, Beverly Hills

lacks formally adopted policies or service levels for major business directions such as water supply development, demand management, growth management and water rights.

### **III. Water Enterprise Plan Proposal Requirements:**

This Request for Proposal is for professional services for the development of the city's Water Enterprise plan. It is the intent for this plan to accomplish the following

1. Analyze, recommend and establish the major business directions listed below as well as any others identified through this planning process,
  - a. Short and Long Term Water Supply Development (Imported & Groundwater) Policy
  - b. System Demand Management Policy
  - c. Growth Management Policy
  - d. Water Rights Assessment
  - e. Water System Improvement Program (WSIP) Development
  - f. Cost of Service Recovery Policy
2. Formally document the City of Beverly Hills Water Enterprise Plan including goals, policies and direction and a ten (10) year Action Plan.
3. Identify and detail the Capital and Operational projects/programs recommended to achieve overall Water Enterprise Plan.

#### **Task 1: Facilitate and provide support to Business Policy Assessment and direction setting process**

1. Work with PWS staff to develop and manage a process to evaluate current conditions of business and infrastructure management.
2. Conduct options and business case analysis and facilitate discussion with Public Works Services management and staff, City Manager, Assistant City Manager, Public Works Commission and City Council to identify and prioritize the ten (10) year Water Enterprise's business goals, directions and policies.
3. Work with staff to develop recommendations for Water Enterprise Plan revisions or additions to our current water system management practices and policies.
4. In collaboration with staff, synthesize the discussions into a 10-year business direction proposal for the City of Beverly Hills Public Works Service Department for review and approval by the Beverly Hills Council.

Deliverable: Business Policy Assessment

#### **Task 2: Conduct a Research & Assessment of Existing Water System Planning & Policy Documents**

1. Conduct a Literature Review of the water system planning and policy documents, listed in the Appendix; to develop a framework toward a focused approach to the development of the Water Enterprise Plan.

Deliverable: Technical Memorandum on Research & Assessment

**Task 3: Develop Water Enterprise Plan.**

1. In collaboration with staff, synthesize existing practices, policies with recommendations from Task #1 into an actionable and measureable ten (10)-year Water Enterprise Plan document.
2. Document Action timelines, performance targets and critical milestone deliverables.

Deliverable: Water Enterprise Plan Report

**Task 4: Develop Ten (10) Year Financial Plan**

1. Develop a set of planning level administrative, operational and capital project and programs to meet the recommended business direction set forth in the Water Enterprise Plan above; as well as water quality compliance goals, and current asset conditions.
2. Develop 10 year expenditure and rate forecast that supports the ten (10) year Water Enterprise Plan's goals & objectives.

Deliverable: Financial Plan

## **VI. Proposal Schedule and Requirements**

Proposals shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Five copies of the proposal shall be provided with the cost proposal in a separate, SEALED ENVELOPE. Proposals must be received by **2:00 p.m. on Wednesday April 7, 2014**. At the Public Works Services Building, Utilities Division, City of Beverly Hills, 345 Foothill Road, Beverly Hills, CA. 90210. Attn: Trish Rhay

Pre-Proposal Meeting: A pre-proposal meeting will be held at **9:30 AM on Wednesday, March 19<sup>th</sup>** at the City of Beverly Hills, Public Works Services and Capital Assets Department, Room 217, located at 345 Foothill Road. Room, Beverly Hills CA. 90210, This meeting is to allow interested parties to register as a proposer, receive copies of all available materials and ask questions of staff.

For consideration, the Consultant's proposal must include the following:

1. Provide a summary of the Consultant's experience and similar projects (minimum of 3 distinct projects) directly applicable to the proposed scope of work,
2. Provide a description of the management team and key project team members, including professional qualifications, tenure of management, and ownership of the participating Consultant. Furnish References
3. Identify all sub-consultants proposed for the project design team, with their qualifications. Furnish references.
4. Provide a description of the Consultant's approach to the project. Identify key

activities and how the Consultant's approach will ensure a quality product and timely and accurate completion of the project.

5. Provide an estimate of the fee for all services on an hourly rate not to exceed basis for the preparation of the Water Enterprise Plan. The Consultant rates shall include markup that will be applied to all fees for any additional services and shall be compensation for all costs and expenses incurred but not limited to labor and materials of all employees and all other persons retained by Consultant, travel expenses, long distance telephone calls, word processing, duplicating and all other items of general overhead including documents and drawings as described in the performance of the Scope of Services. The amount of the contract will be subject to negotiation and will be based upon the Consultant's rate schedule.
6. Provide a statement of Professional Liability Insurance for the accuracy, validity and reliability of services.
7. The Consultant shall maintain Professional Liability, General Liability and Worker's Compensation insurance in force at all times during the terms of the agreement.

## **VII. Consultant Selection Criteria**

The selection process will consist of two steps.

### **Step 1 – Qualifications**

- a. Criteria for selection of the Consultant firm will be based on several considerations including consultant's experience and qualifications of the Project Manager and the project team members on similar plan.
  - Capability, and experience in providing the Scope of Services as demonstrated by the Proposal.
  - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the Water Enterprise Plan development.
  - Knowledge and understanding of the critical strategies and goals in water system planning and related activities.
  - The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
  - Expert knowledge and experience in policy and planning issues in relation to drinking water management, as well as City operations and practices.
  - Proven capability in conducting cost benefit analysis supporting drinking water planning and operations.
  - Ability to effectively and rapidly meet on going needs for the related stakeholder demands

The Project Manager will also be evaluated for ability to act as a Strategic Advisor to the Public Works Services' Executives on issues related to Water System management.

## Step 2 - Interview

Proposals will be evaluated and rated based in the above criteria and the top three (3) candidates will be invited to an in person interview for final selection.

Consultant interviews will be held on **Friday April 14, 2014** with the proposed Project Manager and project team for the top three (3) proposers.

## **VII. Type of Contract/Notice to Proceed**

The request to award contract to the selected consultant is scheduled for approval before the City Council of Beverly Hills on **May 20, 2014**. The Consulting firm should anticipate receiving a Notice to Proceed as soon as possible after award.

## **VIII. Critical Project Milestones:**

June 15, 2014 - Project Start

October 10, 2014 - Task 1 Complete

November 14, 2014 - Task 2 Complete

April 17, 2015 - Task 3 Complete

April 30, 2015 – Project Close Out

## **IX. Further Information and Contacts**

Questions regarding this project may be directed to the Project Manager, Trish Rhay, Utilities Manager at 310-285-2486 (trhay@beverlyhills.org).

## Appendix A

## Appendix A: Currently Available Documents

Document Description or Title	Date	Prepared by or Vendor
California Accidental Release Prevention Program Level 2, Volume 1	8/16/13	
California Accidental Release Prevention Program Level 2, Volume 2	8/16/13	
Risk Management Plan for City of Beverly Hills Public Works Services (Submitted to the Los Angeles County Fire Department).	8/16/13	
City of Beverly Hills Water Utility Reverse Osmosis Water Treatment Plant Operations Manual	None	Staff
City of Beverly Hills Water Utility Laboratory Standard Operating Procedures	10/9/07	Staff
Design, Build, Operate, and Finance Agreement between the City of Beverly hills, A municipal Corporation, and Earth Tech, Inc., a California Corporation	2/27/01	N/A
Operation and Maintenance Manual for Four 3-ton Capacity Non-electrified Monorails (Trolley and Hoist)	8/6/02	American Monorail of California
Operation and Maintenance Manuals, Design and Replacement of Five Water Reservoirs, Replacement of On Site Piping at Sites 3A, 4B, 5, 5, & 7, and Seismic Retrofitting of the Associated Five Pump Stations	12/27/10	Trimax
City of Beverly Hills Test/Production Well Completion Report	9/1994	Boyle Engineering Corporation
City of Beverly Hills Drinking Water Source Assessments For City Well No's 2, 4, 5, and 6	5/2001	Boyle Engineering Corporation
Well Completion Report, City of Beverly Hills Well No.'s 2, 4, and 5, Site No. 1	8/2001	Boyle Engineering Corporation
Proposal to Provide a Safe Yield Evaluation of the Hollywood Ground Water Basis	8/1/03	Geoscience Support Services, Inc.
Determination of the Maximum Perennial Yield for the Hollywood Basin	3/4/04	Hatch & Parent (Geoscience)
Permit Amendment 1910156PA-003, System No. 1910156 (Fluoridating System and 4-log Virus Inactivation Treatment at the Reverse Osmosis Water Treatment Plant)	1/4/11	California Department of Public Health
(DRAFT) Groundwater Management Plan, Hollywood Groundwater Basin	1/2011	Richard Slade & Associates, LLC
Well Survey Report, Well No. 4	3/9/11	Layne Christensen
Well Survey Report, Well No. 5	3/9/11	Layne Christensen
Lead & Copper Rule Internal Corrosion Desktop Evaluation	1/2007	Boyle Engineering Corporation

City of Beverly Hills Water System Appraisal	May-97	Stetson Engineering, Inc.
City of Beverly Hills Water Division Fluoride Monitoring and Contingency Plan	2/27/07	Staff
Evaluation and Detailed Life Cycle Cost Analysis of Five Welded Steel Water Storage Tanks	12/7/07	Albert A. Webb Associates
The Los Angeles Times, Article on Various Water Issues	10/30/26	Los Angeles Times
Groundwater Development Treatment Program - Pilot Testing Plan	5/1995	Boyle Engineering Corporation
Shallow Groundwater Well Discussion, City of Beverly Hills and the California Department of Health Services	10/17/06	California Department of Public Health
Preliminary Draft, Technical Memorandum, Summary Review of Dewatering Sites for Shallow Groundwater Recovery Project	7/5/07	Richard Slade & Associates, LLC
Hydrogeologic Feasibility Study and Preliminary Design Report for the Development of Shallow Groundwater Near Water Treatment Plant	1/2009	Richard Slade & Associates, LLC
Municipal Water Supply and Groundwater Study Element No. 1 Draft Report Potable Supply from Groundwater Development	9/19/92	Boyle Engineering Corporation
City of Beverly Hills Public Works Department Groundwater Project Evaluation	1/26/96	(Contains work from...)
City of Beverly Hills Water Distribution System Emergency Response Plan (Look for a more recent version)	11/2004	Ed Otsuka
City of Beverly Hills Groundwater Flow in the West Hollywood Area	9/1985	James M. Montgomery, Consulting Engineering, Inc.
Draft Groundwater Management Plan, Hollywood Groundwater Basin	1/2011	Richard Slade & Associates, LLC
Groundwater Quality Data in the Coastal Los Angeles Basin Study Unit, 2006: Results from the California GAMA program.	4/14/10	U.S. Department of the Interior, U.S. Geological Survey, Data Series 387, in cooperation with the California State Water Resources Control Board
(DRAFT) City of Beverly Hills 2005 Urban Water Management Plan	12/2005	SA Associates
Agenda Report - Resolution of the City Council of the City of Beverly Hills to Reduce the Increase for Water Rates for Fiscal Year 2013-2014	6/4/13	Daniel Cartagena
City of Beverly Hills Standard Drawings and Specifications for the Construction of Water Pipeline Installations	4/2013	Staff

Agenda Report - An Ordinance of the City of Beverly Hills to Increase Water Rates in Fiscal Years 2012-2013 and 2013 and 2014	5/15/12	Christian Di Renzo
Agenda Report - An Ordinance of the City of Beverly Hills to Increase Water Rates in Fiscal Years 2012-2013 and 2013 and 2014	6/7/12	Laurence S. Wiener
Preliminary Studies, Consideration and Recommendations Relating to Sources of Water Supply for the City of Beverly Hills Water Department	9/1968	Rollie D. Berry, Manager - Chief Engineer
City of Beverly Hills Water System Master Plan (Dan has this)	6/1985	James M. Montgomery, Consulting Engineering, Inc.
City of Beverly Hills Final Environmental Impact Report for Beverly Hills Franklin Canyon Reservoir	7/1974	James M. Montgomery, Consulting Engineering, Inc.
Agenda Report - Two-year Extension of Purchase Order Commitment for Imported Water Supplies Provided by the Metropolitan Water District of Southern California	12/4/12	Christian Di Renzo
Comprehensive Annual Financial Report Year ended June 30, 2012	6/30/12	Department of Finance Administration
Agenda Report - Set a Public Hearing for August 2, 2011 to Received Public Comment on the City of Beverly Hills 2010 Urban Water Management Plan in Accordance with California Water Code Section 10642	7/7/11	Daniel Cartagena
Water System Master Plan City of Beverly Hills	8/23/02	Black & Veatch
(DRAFT) 2010 City of Beverly Hills Urban Water Management Plan	7/7/11	SA Associates
Agenda Report - Approval of an Agreement Between the City of Beverly Hills and Richard C. Slade & Associates, LLC for Consultant Services Related to Hydrogeologic Service	3/2/10	Shana Epstein
City of Beverly Hills Water System Appraisal	5/1/97	Stetson Engineers, Inc.
Newspaper article about the Water Treatment Plan	8/23/13	The Beverly Hills Courier
Newspaper article about the development of groundwater to cut costs, new present/future water policy setting, incentives to save water, appeals board named.		The Beverly Hills Review
Groundwater Supply Development	9/2013	Trish Rhay
Letter to the City of Beverly Hills from the California Department of Public Health titled: System No. 1910156 - City of Beverly Hills Water Department, Shallow Groundwater Recovery Project	6/20/08	CDPH
Groundwater Basin Fact Sheets: Hollywood; Santa Monica; West Basin-North; Culver City Subarea; La Brea Subarea of the Central Basin	N/A	Unknown

Ordinance of the City of Beverly Hills Relating to the Removal of Groundwater and Amending the Beverly Hills Municipal Code	10/3/06	City of Beverly Hills
Information Sheet on the Hollywood Sub basin: California's Groundwater, Bulletin 118	2/27/04	South Coast Hydrologic Region, Coastal Plain of Los Angeles Groundwater Basin
Hollywood Basin Information Sheet - Chapter IV - Groundwater Basin Reports, Los Angeles County Coastal Plain Basins - Hollywood Basin	3/2007	Unknown
Ordinance of the City of Beverly Hills adopting a Groundwater Management Plan for the Hollywood Groundwater Basin, Adopting Regulations to Implement such Plan and Amending the Beverly Hills Municipal Code	3/4/99	City of Beverly Hills
Summary of Analytical Results, Water Samples from Sump at 331 North Maple Drive, City of Beverly Hills Shallow Groundwater Evaluation Project (Study of Alternative Uses of the Groundwater)		Richard Slade & Associates, LLC
Lab Results for shallow Groundwater Evaluation Project		Richard Slade & Associates, LLC; Pace Analytical, MWH Laboratories; American Analytics

