

REQUEST FOR PROPOSALS

for

2011 Water Quality Consumer Confidence Report Technical Consulting Services

for the

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street
Fountain Valley, CA 92708
(714) 963-3058

ISSUE DATE:

Monday, January 9, 2012

REQUESTS FOR CLARIFICATION DEADLINE:

Monday, January 16, 2012
3:00 p.m. PST

RESPONSE DEADLINE:

Thursday, January 26, 2012
3:00 p.m. PST

I. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Municipal Water District of Orange County (MWDOC) is seeking proposals for technical consulting to assist approximately 25 MWDOC Member Agencies (retail water districts and city water departments) in the preparation of their respective 2011 water quality Consumer Confidence Reports (CCR). Public water systems are required under California [Health & Safety Code §116470 \(PDF\)](#) to prepare a CCR and provide their customers with a printed copy of that report no later than July 1 of each year.

MWDOC facilitates project efficiency and the containment of member agency costs through economies of scale by retaining a consultant to provide the agencies with technical assistance in the compilation, review and preparation of their water quality data tables (imported, groundwater, local surface, etc.), the development of language for any applicable violation notices, and related work prior to that information being published and provided to their customers. There are typically 20-23 member agencies that participate in this coordinated effort each year but that number could be higher or lower. As such, proposals should be based on assisting as few as 20 agencies and as many as 26 agencies.

The following list includes all MWDOC member agencies that might utilize the assistance of the MWDOC-provided technical consultant for their 2011 CCRs:

1. City of Brea
2. City of Buena Park
3. City of Fountain Valley
4. City of Garden Grove
5. City of Huntington Beach
6. City of La Habra
7. City of La Palma
8. City of Newport Beach
9. City of Orange
10. City of San Clemente
11. City of San Juan Capistrano
12. City of Seal Beach
13. City of Tustin
14. City of Westminster
15. East Orange County Water District
16. El Toro Water District
17. Emerald Bay Service District
18. Irvine Ranch Water District
19. Laguna Beach County Water District
20. Mesa Water District
21. Moulton Niguel Water District
22. Santa Margarita Water District
23. Serrano Water District
24. South Coast Water District
25. Trabuco Canyon Water District
26. Yorba Linda Water District

II. DESCRIPTION OF MWDOC

MWDOC is a wholesale water supplier and resource planning agency. Our efforts focus on sound planning and appropriate investments in water supply development, water use efficiency, water education, public information, legislative advocacy, and emergency preparedness.

MWDOC's service area includes all of Orange County, with the exception of the cities of Anaheim, Fullerton, and Santa Ana. We serve Orange County through twenty-eight retail water agencies, known as client agencies.

Within Orange County, local water supplies meet nearly half of our demand. To meet the remaining demand, MWDOC purchases imported water from the Metropolitan Water District of Southern California (Metropolitan). These supplies come from northern California and the Colorado River. MWDOC delivers this water to its twenty-eight client agencies, which provide retail water services to the public.

MWDOC is governed by a seven-member Board of Directors. The public elects each director to represent a specific portion of Orange County. MWDOC appoints four additional directors to represent the interests of Orange County on the Metropolitan Board.

III. SCOPE OF WORK AND EXPECTATIONS OF CONSULTANT

The consultant will coordinate with MWDOC on the scheduling of at least one round of face-to-face meetings between the consultant and the individual member agencies to take place either at the MWDOC administrative office in Fountain Valley or at the individual member agency's facility. The meetings will allow for the review and discussion of the agency's data tables and other information needed to complete the technical work on the agency's CCR. Additional site meetings may be necessary as circumstances warrant. The consultant will also need to coordinate directly with each agency on the transmission of their final data to their graphic designer, in addition to possibly working directly with the graphic designer (as needed) on issues related to the completion of the agency's report.

The consultant is also expected to be:

- Flexible and timely
- Committed to meeting specific project deadlines
- Responsive to MWDOC and its member agencies by providing a high level of customer service
- Knowledgeable of the legal and regulatory compliance requirements that water agencies must meet with their CCR
- Capable of working directly with city water departments and retail water districts to address issues specific to their respective water systems as it relates to the preparation of their CCR
- Capable of delivering the final product to the participating MWDOC member agencies on time.

The following list of tasks reflect the basic scope of work that the technical consultant shall be expected to fulfill. It shall also serve as the foundation upon which proposals are based:

Task 1 – Recommend Content & Format Revisions for Consumer Confidence Report

Task 1.1 – Review Department of Health Services 2012 Update CCR Guidance Manual for possible changes in format or content applicable to the Year 2011 CCRs due by July 1, 2012.

Task 1.2 – Update non-mandatory contaminant language (arsenic, DBP Stage II, ozone, for example) and create text for new topics proposed by MWDOC member agencies. Possible subjects include Hexavalent Chromium and Perchlorate.

Task 2 – Attend organizational meetings with MWDOC and member agencies

Task 2.1 – Meet with MWDOC and OCWD to prepare schedule and discuss format and contents of reports.

Task 2.2 – Prepare a presentation describing any regulatory or guidance changes and review of compliance calculation methodology.

Task 2.3 – At a meeting with MWDOC member agencies, discuss schedule for CCR implementation, make Task 2.2 presentation, and review data calculations for contaminants not covered by OCWD database. For participants in OCWD monitoring

program this would include distribution system data, lead and copper and any groundwater treatment/blending. For agencies not participating in the OCWD monitoring program, this would include groundwater as well as distribution system, lead and copper, and treatment/blending of surface and/or groundwater.

Task 3 – Prepare CCR data tables.

Task 3.1 – Review groundwater monitoring and distribution system data and input data into CCR tables.

Task 3.2 – Review and input local treated water data into CCR tables.

Task 3.3 – Assist in scheduling interviews with member agencies. It is anticipated that as many as 14-16 agencies will need to be interviewed.

Task 3.4 – Conduct interviews with member agencies for the purpose of reviewing water quality data applicable to the year 2011 CCR water quality tables and discussing nature of any customized or mandatory language that may be required.

Task 3.5 – Conduct water quality data scoping sessions with specific agencies as needed. (In the past this has included South Coast Water District, City of San Juan Capistrano, City of La Habra, Irvine Ranch Water District, Serrano Water District, Trabuco Canyon Water District and City of San Clemente, and others if needed.)

Task 3.6 – Follow-up discussions with agencies.

Task 3.7 – Revise MWDSC water quality data table.

Task 3.8 – Prepare draft data tables for each MWDOC member agency.

Task 3.9 – Prepare final data tables after review by MWDOC member agencies.

Task 3.10 – Determine which agencies will require mandatory health effects language based on water quality data and agency interviews. Coordinate inclusion of all mandatory and non-mandatory text for each agency with graphic designer(s).

Task 4 – Final CCRs

Task 4.1 – Review all final draft CCRs prior to going to print.

IV. PROJECT SCHEDULE

The following tentative CCR production schedule has been provided to help prospective consultants better understand when the tasks above will likely need to be completed in order to keep production on schedule.

2011 Consumer Confidence Report **Tentative Production Schedule**

February 9, 2012 8:00 – 9:00 a.m.	CCR Planning Meeting with MWDOC and OCWD Staff, Technical Consultant
February 16, 2012 8:30 – 10:00 a.m.	CCR Kickoff Meeting with Agencies (MWDOC/OCWD Board Room) Changes in DPH Reporting Regulations; Data table template to agencies on CD; Coordination on Graphic Design/Printing/Mailing.
February 16-29, 2012	Consultant prepares groundwater data tables, report text, conducts agency site visits as needed
March 1, 2012	Agencies provide distribution system data to Consultant
March 1 – March 15, 2012	Consultant prepares distribution system data tables/text for agencies
March 19, 2012	MWD system data to Consultant (tentative)
March 19-26, 2012	Consultant to email draft data tables to agencies
March 27-28, 2012	Consultant to meet with agencies to review data tables/text
March 29 – April 5, 2012	Consultant to finalize agency data tables/text
April 5-12, 2012	Consultant to email completed data tables/text to agency and its selected graphic designer
April 12 – 30, 2012	Agency graphic designer to generate agency report
April 30, 2012	1st proof of individual agency reports for review
May 9, 2012	2nd proof of individual agency reports for review (Consultant to review 2nd proof)
May 16, 2012	Graphic designer/printer to provide agency with blue-line proof for final approval before printing
May 21, 2012	Reports go to press
June 4, 2012	Reports delivered to mail house for processing
July 1, 2012	Deadline for reports to arrive in customer mailboxes

V. SUBMITTAL INSTRUCTIONS

Consultant shall include with their proposal a completed Proposal Cover Sheet (attached) and a detailed budget for its technical consulting services. The proposal shall reflect the cost for assisting as few as 20 and as many as 26 MWDOC member agencies in the completion of their CCRs. The budget shall include fee schedules and a breakdown of the fee by task, project team member, subcontractors, and other direct costs.

Additionally, consultant shall describe the firm's past record of performance on preparing CCRs and/or similar projects, the experience and capabilities of the firm's designated project manager, support staff, and any subcontractors that may be used. The consultant shall also include a schedule showing the percentage of time each member will contribute to the project.

Responses to the RFP must be submitted to MWDOC via electronic mail, standard U.S. mail, or hand delivery by 3:00 PM PST on Thursday, January 26, 2012.

VI. RFP RESPONSE INFORMATION

SUBMITTAL DEADLINE: The submittal deadline is 3:00 PM PST on Thursday, January 26, 2012. MWDOC must receive responses to the RFP by this deadline via email (sent to dcordero@mwdoc.com), standard U.S. Mail or hand delivery. Faxed responses will not be accepted. MWDOC is not responsible for any delivery errors on the part of the U.S. Postal Service or other carrier regarding timely delivery of responses. Consultant should contact MWDOC to confirm receipt of submissions if a confirming email was not previously received. Late submissions will not be accepted. Physical response packages shall be addressed and delivered to:

**Mr. David Cordero
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92708**

RE: CONSUMER CONFIDENCE REPORT RFP

REQUEST FOR CLARIFICATION DEADLINE: Requests for clarification must be received by Monday, January 16, 2012. Requests for clarification must be in writing and submitted by email to:

**Mr. David Cordero
dcordero@mwdoc.com**

Please note that a request for clarification will in no way extend the response deadline. Any modifications or amendments to a proposal prior to the deadline must also comply with the above requirements and the response deadline.

VII. CONSULTANT SELECTION PROCESS

MWDOC intends to approve one consultant from among the qualified respondents to provide technical consulting to the participating MWDOC member agencies. **MWDOC reserves the right to discontinue utilizing any selected Consultant that does not perform to MWDOC's and the member agency's expectations.**

MWDOC staff will review all completed proposals submitted by the deadline and select a Consultant that can demonstrate a clear understanding of and the ability to perform the required tasks outlined in the

Scope of Work. Price shall also be considered in the selection process. The Consultant and, in particular, the project manager, must be fully capable in all areas outlined under the Scope of Work. An award of an Agreement, if any, shall be based on the evaluation of the proposal. By responding to this RFP, Consultants agrees to accept the selection made by the District as final and binding. The District reserves the right to reject any or all proposals, to waive any informality in any proposal, and to make awards in the interest of the District. Selection of a Consultant will be in accordance with all applicable laws and regulations. Consultants utilized by the District must comply with all federal, state, and local employment laws, including but not limited to the Naturalization and Immigration Act of 1986, which establishes eligibility to work in the United States.

By submitting a Proposal, Consultants agree that the District may consider the Consultant's experience, facilities, delivery abilities, conduct and performance under other contracts, reputation in the industry, and other factors which could affect the Consultant's performance under this Agreement. Only Consultants that have demonstrated the ability to meet the requirements of this RFP will be considered for selection.

Upon release of this RFP, all Consultant communication concerning the RFP should be directed to the District's representative only. Unauthorized contact regarding the RFP with other District officials or employees may be grounds for disqualification of proposal. The preferred method of communication between the District's representative and Consultants is email. Any oral communication with a District representative will be considered unofficial and non-binding on the District.

This request does not commit the District to retain any consultants, to pay costs incurred in the preparation of proposals, or to proceed with the project. MWDOC reserves the right to reject any or all proposals and to negotiate with any qualified applicant.

All submitted proposals (including accompanying materials) will become the property of MWDOC. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.)

MWDOC reserves the right to request additional information from prospective consultants prior to final selection and to consider information about a firm other than that submitted in the proposal.

PROPOSAL COVER SHEET

All blanks in the Cover Sheet must be completed, and the Cover Sheet must be signed by a representative of Respondent with legal authority to bind the Respondent.

Name of Business/Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Physical Address (If Different): _____

City, State, Zip Code: _____

Contact Person: _____

Title: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

CERTIFICATION OF PROPOSAL: On behalf of Respondent, the undersigned certifies that all cost data submitted herein will be honored by Respondent for a minimum period lasting until June 30, 2012. The undersigned certifies that he or she is legally authorized to so bind Respondent.

Date

Signature

Printed/Typed Name

General Information

Tax/Legal Status of Business:

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Public | <input type="checkbox"/> Not for Profit | <input type="checkbox"/> Other _____ |

Date business was established: _____

State Controller ID Number (If available): _____

Federal Taxpayer ID Number: _____