

DATE SUBMITTED 06/30/2021  
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR  
 DATE ACTION REQUIRED 07/07/2021

COUNCIL ACTION (X)  
 PUBLIC HEARING ( )  
 REQUIRED RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS *[Signature]*

**IMPERIAL CITY COUNCIL  
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:  
 PREPARATION OF 2020 URBAN WATER MANAGEMENT PLAN IN ACCORDANCE WITH CALIFORNIA WATER CODE (RFP P04-2021).  
 1. AWARD OF CONTRACT TO WEST & ASSOCIATES.

DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT DEPARTMENT

**BACKGROUND/SUMMARY:**

The Community Development Department conducted a competitive RFP process for the preparation of the 2020 Urban Water Management Plan (UWMP) in accordance with California Water Code. The UWMP is a required evaluation of the City of Imperial's overall effort toward sustainable water supply. Prepared on a regular five-year schedule, the UWMP provides useful information to the public and State about water suppliers, their water management programs, and provides a framework for water planning to minimize the negative effects of potential water shortages.

Staff released said RFP to solicit proposals from professional Engineering firms to complete the preparation of this report.

The following four (4) proposals were received during the process:

	Proposed Cost
Ricon Consultants _____	\$ 55,411.00
SA & Associates _____	\$ 37,000.00
Webb & Associates _____	\$ 62,000.00
West & Associates _____	\$ 20,100.00

See Exhibit 1 (Opening Act) attached herewith for details.

Proposals were reviewed and evaluated by City Staff taking in consideration general firm and individual experience, specific experience as it pertains to the services, specific experience as it pertains to the preparation of UWMP reports, capacity to perform the Scope of Work and ability to conclude the work in a timely manner, quality of staff and their availability, overall quality of qualifications, as well as cost of services. All 4 engineering firms were found to be well-qualified candidates to complete the job. Therefore, based on those key evaluation components, 2 of 3 members of the selection committee recommended "West & Associates" to be awarded the contract to complete this report.

FISCAL IMPACT: 20,100.00 from Water Enterprise Fund.

ADMIN SERVICES SIGN INITIALS *[Signature]*

STAFF RECOMMENDATION: Staff recommends City Council award of contract to West & Associates in the amount of \$20,100.00.

DEPT. INITIALS *AM*

MANAGER'S RECOMMENDATION: *Approve Staff recommendation*

CITY MANAGER'S INITIALS *[Signature]*

**MOTION:**

SECONDED: APPROVED ( ) REJECTED ( )  
 AYES: DISAPPROVED ( ) DEFERRED ( )  
 NAYES:  
 ABSENT: REFERRED TO:

**Exhibit 1**



**Community Development Department  
RFP Opening Act  
P04-2021  
2020 URBAN WATER MANAGEMENT PLAN**

Bids received by: City Clerk

Were opened at 03:20 PM on 05/19/2021

By: City Clerk

Witnessed by:	Signature
<u>Marco Coronel</u>	<u>[Signature]</u>
<u>Eva Pacheco</u>	<u>[Signature]</u>

COMPANY	BID AMOUNT	BID BOND
1. <u>Rincon Consultants</u>	<u>55,411.00</u>	
2. <u>SA Associates</u>	<u>37,000.00</u>	
3. <u>West &amp; Associates</u>	<u>20,100.00</u>	
4. <u>Webb &amp; Associates</u>	<u>62,000.00</u>	
5. _____	_____	

BIDS WERE GIVEN TO Othon Mora FOR STUDY AND RECOMMENDATION TO CITY COUNCIL.

[Signature]  
DEBRA JACKSON  
CITY CLERK

5-19-21  
DATE