



MEMORANDUM

DATE: Nov 4, 2019
TO: Technical Advisory Committee
FROM: Colin Close, Senior Water Resources Planner
SUBJECT: Seeking TAC approval of Letter Agreement for cost split for 2020 UWMP Water Demand Analysis and Water Conservation Measures contract

RECOMMENDATION

It is recommended by the Technical Advisory Committee's 2020 UWMP Ad Hoc Subcommittee (Subcommittee) that the Technical Advisory Committee (TAC) approve the joint Letter Agreement for cost split for the Professional Services Agreement with EKI Environment and Water, Inc. (EKI) for the 2020 Urban Water Management Plan Water Demand Analysis and Water Conservation Measures Update.

BACKGROUND

The California Urban Water Management Planning Act requires each urban water provider serving at least 3000 connections or 3,000 acre-feet per year to prepare and adopt an Urban Water Management Plan (UMWP) every five years for submittal to the California Department of Water Resources.

Nine urban water retailers who are members of the Sonoma Marin Saving Water Partnership (Cities of Santa Rosa, Cotati, Petaluma, Rohnert Park, Sonoma, the Town of Windsor, and the Water Districts of Marin Municipal, North Marin, and Valley of the Moon) have agreed to use one consultant to develop water demand analyses and water conservation measures updates using on a common methodology and to provide individual reports for each agency for their 2020 UWMPs. This approach has been successfully used in the past during preparations of the 2010 and 2015 UWMPs.

The City of Santa Rosa conducted a competitive process to solicit bids for the work. Four firms submitted proposals. The Subcommittee was formed to review the proposals and recommend selection of the top ranked firm. Colin Close (City of Santa Rosa) chaired the Subcommittee, and representatives from the City of Petaluma, Marin Municipal Water District, North Marin Water District, and the Town of Windsor served on the Subcommittee as well.

The Subcommittee selected EKI due to the quality of their proposal, their competence and technical abilities, related experience, specialized experience (extensive data analytics), reasonable pricing, excellent writing skills, strong team, use of the non-proprietary AWE model, and innovative optional upgrade to include a detailed analysis of program participation data for any retailer interested.

ANALYSIS

The City of Santa Rosa has agreed to be the administrative agent for the Professional Services Agreement (PSA) with EKI. All participating agencies will execute a joint Letter Agreement as a mechanism to share the cost of the PSA, just as they did for the 2015 UWMP effort.

The base cost of the work performed under the Services Agreement shall be shared fifty percent (50%) on an equal basis and fifty percent (50%) on a pro-rated basis based on the number of water service connections existing in each Party's service territory as of July 2019. Agencies that have requested the optional program participation analysis ("optional upgrade") will pay an additional flat fee.

ATTACHMENTS

- Letter Agreement with Exhibit A (PSA with EKI) and Exhibit B (Cost Split)