

WEST BASIN MUNICIPAL WATER DISTRICT**NOVEMBER 17, 2005 - Water Resources**

Little, Baker

NOVEMBER 28, 2005 - Board Meeting

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ACTION CALENDAR

CONSERVATION MASTER PLAN CONSULTING SERVICESSUMMARY:

Since March 2005, staff has been keeping the Board apprised of the progress towards identifying a long-term water conservation target for the District, and an implementation strategy for achieving or exceeding that target. The implementation strategy will be documented in a "Conservation Master Plan" (Plan) that will guide the District's efforts and investments in water use efficiency. At the October Board meeting, staff presented an update on the process for procuring professional services to assist in the development of the Conservation Master Plan. The following reiterates some key information from the selection process, summarizes the scoring results for the short-listed proposers, and conveys staff's recommendation.

CONSULTANT INTEREST

In order to solicit consultants, staff contacted several local and state agencies including the main conservation organization in the State, the California Urban Water Conservation Council (CUWCC). The CUWCC provides a list of 38 consultants on its web site that have developed conservation planning documents. Staff also contacted cities and water agencies to seek additional consultants. Also, the "Request for Proposals" ("RFP") was advertised on the District's web site.

The District held a Mandatory Pre-Proposal RFP meeting on August 25, 2005. A total of 10 consulting firms attended the meeting. Staff answered questions and provided information.

Following are the consulting firms that attended the August 25 Mandatory Meeting:

- Western Policy Research
- EIP Associates
- Maureen Erbeznik and Assoc.
- Pollution Prevention Int., Inc.
- A&N Technical Services, Inc.
- TurfTech Industries
- HydroEarth, Inc.
- Kennedy/Jenks Consultants
- Waterwise Consulting, Inc.
- Water Management

The consultants were given until September 30, 2005 to submit their proposals. They were asked to bid on West Basin and Central Basin separately and to also provide a bid to develop both District's Plan.

Nearly all the firms that attended the pre-proposals meeting were represented on one or more of the four proposals that were submitted by the following prime consultants:

- A&N Technical Services;
- EIP Associations;
- Kennedy/Jenks Consultants; and
- Pollution Prevention International, Inc.

REVIEW PANEL

The Review Panel (Panel) consisted of three staff members and three external representatives. The external representatives, each responsible for conservation efforts at their particular agency, brought to the process a diversity of perspectives that included a regional wholesaler (Metropolitan Water District), a MWD member agency and large city (City of Santa Monica), and a retail customer agency (City of Huntington Park).

PROPOSAL AND INTERVIEW SCORING

Each proposal was given a proposal score and an interview score, each score was an average of the six panelists' scores. Final consultant selection was based on the weighted average of each proposal score and interview score.

Based on the Panel's scoring of the four proposals, A&N Technical Services, Kennedy/Jenks, and EIP Associates were placed on a short-list and invited to an interview with the Panel. A&N Technical Services was recognized by every panelist as having the superior proposal. Interviews were held on October 21. Based on the Panel's scoring of the three interviews, A&N Technical Services again placed the highest.

When the weighted average formula was applied to each proposal and interview scores to determine the final score, A&N Technical Services placed more than 10 points higher than the second highest proposer (see Exhibit "A").

STAFF RECOMMENDATION

A&N Technical Services was the unanimous selection of the Review Panel. This consulting team was the only respondent with prior conservation master plan experience, from data collection to benefit/cost analyses of program concepts to final program design. All members of the team are highly regarded in their fields, and have worked extensively together in previous engagements. Staff recommends entering into an agreement with A&N Technical Services to assist the District in the development of the Plan.

PROJECT FEE

Each respondent was required to submit two separate fees for preparing the Plan, one to develop only West Basin's Plan and another to develop both Central Basin's and West Basin's Plans concurrently. The proposed fee to prepare both Plans offers significant cost-savings. The potential cost-savings offered by A&N Technical Services is the greatest. Exhibit "B" shows each proposers and potential cost-savings.

FISCAL IMPACTS:

Funds for professional services relating to District-wide water management activities such as conservation planning are included in the Water Resources Planning and Tier 2 fiscal year 2005-06 Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Water Resources Committee on November 17, 2005 and was recommended for approval at the November 28, 2005 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the Co-General Managers to enter into an Agreement with A&N Technical Services to develop the District's Conservation Master Plan for an amount not-to-exceed \$180,000, plus 10% for contingencies for a total not-to-exceed amount of \$198,000.

NOTE: In the event that Central Basin approves entering into an agreement with A&N, the cost for West Basin's Plan would be reduced to \$163,770, plus 10% contingency for a total not-to-exceed amount of \$180,147.

LIST OF EXHIBITS:

Exhibit "A" - Proposal/Interview Scores

Exhibit "B" - Consultant Fees

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