

# CITY OF SANTA BARBARA



## REQUEST FOR PROPOSALS RFP No. 5133

Title: WATER DISTRIBUTION ASSET MANAGEMENT  
PROGRAM MODERNIZATION

Issue Date: 6/17/2026

Proposals Due on:  
7/23/2026  
On or Before: 3:00pm

## **REQUEST FOR PROPOSAL**

Notice is hereby given that proposals for **RFP No. 5133** shall be received to furnish the **Water Distribution Asset Management Program Modernization** per the attached terms, conditions and specifications. **PROPOSERS MUST BE REGISTERED ON THE CITY OF SANTA BARBARA'S PLANETBIDS PORTAL IN ORDER TO RECEIVE ADDENDUM NOTIFICATIONS AND TO SUBMIT A PROPOSAL.** If any Addendum issued by the City is not acknowledged online by the Proposer, the PlanetBids System will prevent the Proposer from submitting an RFP. **Proposers are responsible for obtaining all addenda from the City's PlanetBids portal.**

Proposals will be received electronically until **3:00 P.M. Pacific Daylight Time, July 23 2026.** **The receiving deadline is absolute.** Allow time for technical difficulties, uploading, and unexpected delays. **It is the proposer's responsibility** to submit their proposal with sufficient time to be received by PlanetBids prior to the receiving date and time. **Late or incomplete RFPs will not be accepted.** If further information is needed, submit questions through Q&A tab in the PlanetBids Portal.

**PlanetBids Technical Support - In the event of technical difficulties during the uploading process, please contact the Planet Bids, Online system team (M-F, except holidays, from 5 a.m. to 5 p.m., Pacific Time) at 818-992-1771.**

### **INQUIRIES/CLARIFICATIONS**

**Questions and answers shall be submitted through the City's PlanetBids portal, Q&A tab until 5:00 p.m., July 14, 2026.** The City will not be bound by or be responsible for any interpretations or conclusions drawn from this RFP. Any questions the City feels are pertinent to all interested proposers will be answered to all participating proposers as addenda to this RFP.

### **FAIR EMPLOYMENT PRACTICES**

Proposers must comply with Government Code section 17940 et seq. and Santa Barbara Municipal Code Chapter 9.126 relating to non-discriminatory employment practices.

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## I. INTRODUCTION

### 1. **Background and Scope of Work**

The City aims to modernize its business practices associated with its asset management plan to ensure the continued delivery of high-quality, cost-effective service to its ratepayers. The City of Santa Barbara is inviting proposals from qualified firms with extensive water industry experience to provide the City support in updating, or in some cases developing, the asset management practices for the water distribution system.

### 2. **Qualifications**

- A. Three years relevant experience in applicable service.
- B. Recent experience (last five years) completing comparable projects.
- C. Excellent communication skills, including but not limited to report preparation and information depiction through maps, charts, and graphs.
- D. Experience working in computerized maintenance management systems (CMMS) and development of asset management programs.

### 3. **Conditions**

**The City anticipates the Project to begin in September 2026 and expects the Phase I scope to be completed before June 30, 2027.** The City requires the consultant to designate one individual as the project manager. The project manager will be the point of contact for all communications including reporting and invoices for this purchase order and will be responsible for oversight of all work activities.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This procurement will be conducted in accordance with the City of Santa Barbara procurement codes and procedures.

### 1. **Receiving Time/Late Proposals**

It is the responsibility of the proposer to submit their proposal with sufficient time to be received by PlanetBids prior to the opening date and time. **Late or incomplete proposals will not be accepted.**

PlanetBids Technical Support - In the event of technical difficulties during the uploading process, please contact the Planet Bids, Online system team (M-F, except holidays, from 5 a.m. to 5 p.m., Pacific Time) at 818-992-1771

### 2. **Acceptance of Conditions Governing the Procurement**

Proposers must indicate their acceptance of the Conditions Governing the procurement in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

### 3. **Incurring Cost**

Any cost incurred by the Proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Proposer.

Any cost incurred by the offeror for set up and demonstration or for interviews shall be borne solely by the Proposer.

### 4. **Prime Contractor Responsibility**

Any contract that may result from the RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the City. The City will make contract payments only to the prime contractor.

### 5. **Offeror's Rights to Withdraw Proposal**

Proposer will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Proposer must submit a written withdrawal request signed by the Proposer's duly authorized representative addressed to the City's Contact.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

### 6. **Proposal Offer Firm**

Responses to this RFP, including proposal prices, will be considered firm for 90 days after the due date for receipt of proposals or 60 days after receipt of a best and final offer if one is requested.

### 7. **Best and Final Offer**

The City reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the City. Information from competing proposals will not be disclosed.

### 8. **Disclosure of Proposal Contents – Designation of Confidential Information**

All proposals submitted in response to this RFP will become the property of the City of Santa Barbara and a public record subject disclosure under the California Public Records Act.

All proposals will be treated as confidential documents exempt from public disclosure until the selection process has been completed. Once the selection has been made and the contract with the successful proposer is ready for final approval, all proposals will be subject to public disclosure.

A complete proposal may require submission of information that a proposer considers proprietary and confidential. Information a proposer claims is confidential should be segregated in a separate section of the proposal. The specific information claimed as confidential must be clearly marked as confidential and the specific grounds for exemption from disclosure, such as trade secret, must be clearly stated in the proposal.

When the City receives a request for public disclosure of a proposal after completion of the selection process, the City will disclose the proposal except for any parts marked confidential as required by law. If a request is made for disclosure of information marked confidential, the City will use reasonable efforts to promptly provide a copy of the request to the proposer. The proposer may immediately seek a protective or other judicial order to prevent disclosure of the material identified as confidential. It is the proposer's responsibility to advise the City that a protective order will be sought. The proposer must serve a copy of the request for a protective order on the City within 7 days after receipt of notice of the request. If City does not receive a copy of the request for a protective order, the City may disclose the information as required by law.

**9. No Obligation**

The City will not be obligated in any manner under this RFP unless and until a valid written contract is awarded and approved by appropriate authorities in accordance with the City Charter and Municipal Code.

**10. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the City determines such action to be in the best interest of the City.

**11. Sufficient Appropriation**

Any contract awarded, for multiple years, as a result of the RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the contractor. The City's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

**12. Governing Law**

This procurement and any Contract with proposer that may result shall be governed by the laws of the State of California.

**13. Oral Changes and Basis for Proposal**

Do not rely upon oral explanations. Changes and addenda will be issued in writing. Only information supplied by the City in writing through the Purchasing Department, the City's Contact, or in this RFP should be used as the basis for the preparation of proposals.

**14. Contract Terms and Conditions**

The contract between the City and a contractor will follow the format specified by the City and contain the terms and conditions set forth in Attachment B, "Sample Contract." However, **the City reserves the right to negotiate with a successful proposer the final provisions or provisions in addition to those contained in this RFP.**

Should a proposer object to any of the City's terms and conditions, as contained in the City's sample contract, that proposer must propose specific alternative language. The City may or may not accept the alternative language. General references to the proposer's terms and conditions or attempts at complete substitutions are not acceptable to the City and may result in disqualification of the proposer.

Proposer must provide a brief discussion of the purpose and impact, if any, of each proposed changed followed by the specific proposed alternate wording.

**15. Proposer's Terms and Conditions**

Proposers must submit with the proposal a complete set of any additional terms and conditions that they expect to have included in a contract negotiated with the City.

**16. Right To Waive Minor Irregularities**

The City reserves the right to waive minor irregularities and the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the City.

**17. Change in Contractor Representatives**

The City reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the City, meeting its needs adequately.

**18. Right to Publish**

Throughout the duration of this procurement process, proposers must secure from the City written approval prior to the release of any information that pertains to the proposal or negotiations for a contract pursuant to the proposal. Failure to adhere to this requirement may result in disqualification of the proposer.

**19. Ownership of Proposals**

All documents submitted in response to the RFP shall become the property of the City of Santa Barbara and are subject to public records request.

**20. Contract Award**

Proposal will be evaluated by Committee comprised of City staff and may include outside consultants. An initial review will be completed by the Committee to identify qualified candidates, potentially followed by interviews with selected firms. The Evaluation Committee will make an award recommendation.

If the City is unable to negotiate a contract with the proposer whose proposal received the most points as determined by the Evaluation Committee, it may negotiate with the next ranked proposer. This contract shall be awarded to the proposer or proposers whose proposal received the most points. Proposers will be notified when the determination award is being made. Contract award is subject to final approval by the approval authority specified under the City's Charter or Municipal Code.

**21. Records and Audits**

The Proposer shall maintain such detailed records as may be necessary to demonstrate its performance of the duties required by contract, including the date, time and nature of services rendered. These records shall be maintained for a period of 3 years from the date of the final payment and shall be subject to inspection by the City. The City shall have the right to audit any billings or examine any records maintained pursuant to the contract both before and after payment. Payment under contract shall not foreclose the right of the City to recover excessive and/or illegal payments.

**22. Enforcement of Contract/Waiver**

A party's failure to require strict performance of any provision of the executed contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under the contract shall be effective unless expressed in writing and signed by the party alleged to have granted the waiver. A waiver by a party of any of its rights shall not be effective to waive any other rights.

**23. Clarification**

The City may contact the proposer for clarification of their response.

**24. Timeline (if appropriate)**

All dates are estimated and subject to change. They are provided solely for planning purposes.

RFP Evaluation Stage	Description	Est. Date
RFP Release	RFP released on PlanetBids	June 17, 2026
Deadline for Questions	All questions must go through PlanetBids	July 14, 2026
Date of Optional/Mandatory Meeting	If necessary	N/A
Proposals Due	Proposals to be submitted through PlanetBids	July 23, 2026
Complete Initial Review	Staff/Committee to complete review to identify qualified candidates.	July 31, 2026

Date for Interviews	Meetings to be scheduled with top two-three qualified vendors if needed	Week of August 10, 2026
Deadline for Best and Final Offers	Best and Final Offers for qualified vendors	August 28, 2026
Date of Award	Award of contract to selected vendor	October 27, 2026

**25. Prevailing Wage**

State prevailing wage rates may apply to work performed under this Agreement. State prevailing wage rates apply to all public works contracts as set forth in California Labor Code, including but not limited to §§1720, 1720.2, 1720.3, 1720.4 and 1771. The contractor is solely responsible to determine if state prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.



### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **1. Proposal Requirements**

Proposals shall be submitted electronically and must be concise, well organized, and demonstrate the vendor's understanding of the Scope of Work and the qualifications of key personnel. Proposals shall include, at a minimum, the information listed below.

#### **2. Proposal Format**

Format your responses to this RFP in the following order to facilitate comparisons between respondents. All proposals must be submitted in the PlanetBids System and include the following information:

##### **A. Letter of Transmittal**

- a. Identify the submitting organization;
- b. Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
- e. A description of your organization's location;
- f. Number of years in business and scope of services offered.
- g. Be signed by the person authorized to contractually obligate the organization;
- h. Acknowledge receipt of any and all amendments to this RFP.

##### **B. Qualifications**

Provide a brief summary of your firm's history, its capabilities, and its recent (last 5 years) experience, describing your demonstrated experience with recently completed projects similar in nature to this proposed project. Include any relevant qualifications including professional licenses and certifications.

##### **C. Key Personnel**

Describe the project team composition and scope of services, including any sub-consultants, and include resumes of all key personnel. Proposed members should be available for 90 days from the proposal due date. The City must be promptly notified of any changes in personnel prior to award. However, the City understands that between the time that a proposal has been submitted and the time an agreement is awarded, proposed key personnel may have been assigned to other projects. If key personnel become unavailable after your proposal has been submitted, the City shall be immediately notified and resumes shall be provided for the substitute personnel. The substitute personnel must have substantially similar qualifications and experience to the personnel being replaced. The City reserves the right to reject proposed substitute personnel if in its sole opinion that the proposed substitute personnel qualifications and experience are not substantially comparable to that of the personnel being replaced. If satisfactorily substitute personnel cannot be provided, the City reserves the right to negotiate with and award to the next highest ranked proposer.

##### **D. References**

List a minimum of 3 references for whom comparable services were provided to in the last 5 years. Include the name of the firm, name of the contact, telephone number of the contact, email address of contact, brief description of the services provided and your firm's role, and the start and completion date.

##### **E. Work Statement/Project Work Plan**

Describe your understanding of the project and proposed approach to accomplish the work, broken down by tasks. State all services to be provided, deliverables, milestones, assumptions, and identify potential risks that could delay the project and constraints. Include a schedule estimating the timeframes

necessary to complete the proposed scope of services. List any resources you expect the City to provide.

**F. Cost Proposal**

Respondent shall submit a *Cost Proposal*. The Cost Proposal shall include all costs associated with the services to be provided. Respondent shall provide cost and labor elements by resource type, per key deliverable under each task as identified in Respondent's proposed *Project Work Plan*. At a minimum, respondent's cost summary shall identify labor resources, hourly labor rates, and estimated hours to accomplish the *Scope of Work*. Any costs incurred by the respondent which are not specifically provided for herein shall be at the expense of the respondent. The cost proposal should be consistent with the measure and payment provisions of the Project Description in section IV of this RFP.

**G. Non-Collusion Declaration**

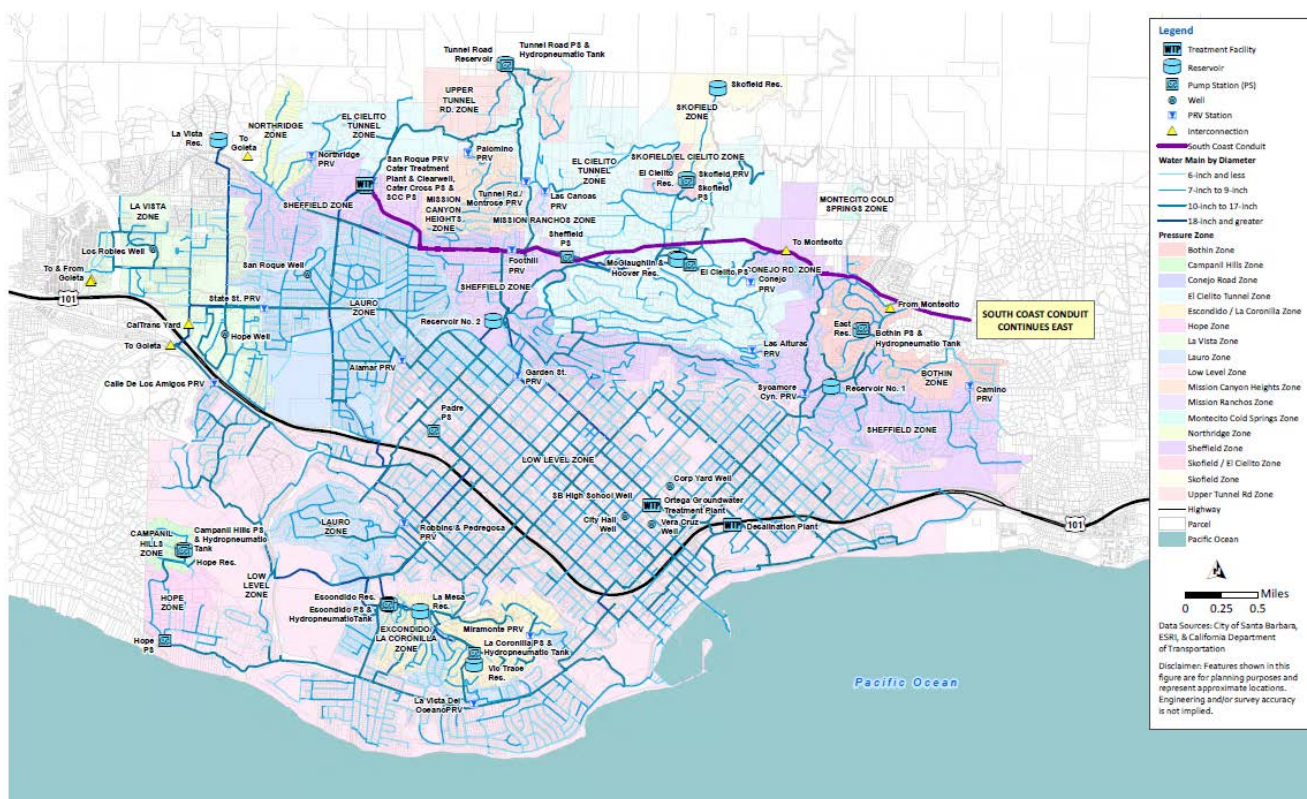
See Attachment A of this document.

## IV. PROJECT DESCRIPTION

### 1. Project Background

#### City of Santa Barbara Water Distribution System

The City's water system dates back to the 1880s, with major infrastructure development occurring between 1945 and 1965. From 1900 through the 1980s, system design focused primarily on expanding water supply and increasing storage capacity to meet projected community growth. However, the 1987–1991 drought significantly changed community behavior, demonstrating that reliable service could be maintained with lower water use. In the early 2000s, regulatory focus shifted toward controlling disinfection byproducts in drinking water, prompting the City to shift to capital investments in both treatment and distribution to ensure compliance and safeguard water quality.



#### Existing Asset Management Program

For a long time, the Water Resources Department has understood the need to record accurate data to feed its Asset Management Program. In 2014, the City developed an initial Asset Management Program (AMP) for the Water Distribution System. This AMP created an asset hierarchy and inventory list; assessed risks; and provided a condition assessment framework for the Water Distribution System's many mechanical processes and facilities. The data collected from this effort was entered into the City's initial computer maintenance management system (CMMS), Cartegraph Navigator, to prioritize tasks and schedule routine maintenance. Basic data capture workflows were developed and have evolved since.

As of 2017, the Water Distribution Division (Division) has utilized OpenGov Enterprise Asset Management (OpenGov EAM), formerly Cartegraph OMS, as its CMMS to support its overall Asset Management Program. While the program has evolved, current system limitations, including inconsistent data and inefficient workflows – highlight the need for a comprehensive evaluation and updates, where necessary.

Beginning in 2019, Water Distribution staff and consultants began capturing high-precision elevation and coordinates of newly installed assets as part of its capital improvement program (CIP) projects. This data resides ArcGIS Online (AGOL) for use in updating the coordinates and elevations of Water Distribution's assets in the City's Geographic Information System (GIS), which also serves as the authoritative record for the CMMS-managed assets.

In 2021, the City completed its Water Distribution Infrastructure Plan (WDIP), which outlines a 30-year capital improvement strategy. Building on this strategic framework, the City aims to extend the useful life of the City's infrastructure investments and support the Division's long-term operational goals through standardization of business processes, workflow optimization and alignment with industry best practices.

## *The System*

<i>Component - Service</i>	<i>Units</i>	<i>Supply Sources</i>	<i>Conveyance Transmission</i>	<i>Distribution Network</i>	<i>Pressure &amp; Flow Management</i>	<i>Fire Protection</i>	<i>System Inter-dependencies</i>
<b>Wells</b> - Primary groundwater sources; feed into transmission mains. Feeds into the distribution system.	4	X	X	X			X
<b>Reservoirs</b> - Storage, pressure stabilization, emergency supply	14	X	X		X		X
<b>Transmission Main</b> - Large-diameter conveyance from sources to zones	10 miles		X	X			X
<b>Distribution Main</b> - Delivers potable water to customers	290 miles		X	X			X
<b>System Valves</b> - Isolation for repairs; high operational flexibility	9,538		X	X	X		X
<b>Control Valves</b> - Flow/pressure/directional control	557		X	X	X		X
<b>Interties</b> - Connections for mutual aid / emergency supply	10		X	X			X
<b>PRVs</b> - Maintain pressure zones and prevent overpressure	18			X	X		X
<b>Pump Stations</b> - Boost pressure; important for high-elevation zones	12		X	X	X		X
<b>Fire Hydrants</b> - Endpoints for firefighting, flushing, system testing and filling vactor trucks	2,614			X		X	X
<b>Recycled Water Main</b> - Dedicated non-potable conveyance (reduces potable demand)	17 miles		X	X			

## ***The People***

The Water Distribution Division is structured into three key functional areas—Pipeline Operations, Facility Operations, and Planning & Coordination—each playing a vital role in maintaining and improving the City’s water infrastructure.

Asset management, inventory, and GIS are core responsibilities that span the entire division, ensuring that all teams have the data, tools, and resources necessary to effectively operate and maintain the water system.

The Pipeline Operations team is responsible for the installation, maintenance, and repair of the potable water system, including water mains, services, fire hydrants, and system valves. The team responds to emergencies such as main breaks, service leaks, and hydrant damage. They also manage flushing programs—both dead-end and NO-DES—and support the design and construction of water main replacement projects and on-call system repairs.

The Facility Operations team oversees the maintenance and repair of potable and recycled water facilities, including reservoirs, pump stations, hydropneumatic tanks, control valves, wells, and the Gibraltar Dam. This group manages the SCADA system and communications networks, supports Transmission Main projects, and provides after-hours emergency services.

The Planning & Coordination team supports division-wide programs by administering OpenGov EAM, GIS, GPS, and inventory systems, enabling consistent asset tracking and decision-making across the Water Distribution team. This group also manages Public Works Permit work orders, training and safety programs, and coordination with utilities and land development teams. Additional responsibilities include oversight of the Cross-Connection Control Program, recycled water system maintenance, and special projects.

## ***The Practices***

The Water Distribution Division strives to provide reliable, safe and efficient service to the community by operating the distribution system responsibly and managing assets effectively. Key focus areas for this effort include:

**CIP Delivery:** Water Resources has a Capital Improvement Program that constructs capital projects to improve the operation and resiliency of the water distribution system. One significant CIP investment is the Water Main Replacement Program, which aims to replace 6 miles of water mains (two-percent of the system) each year. Additional CIP efforts include rehabilitation and replacement projects for pump stations, reservoirs, wells, transmission mains and pressure reducing stations.

**Regulatory Compliance:** Water Resources must meet California and federal regulatory requirements, and strives to comply with American Water Works Association (AWWA) Standards and water industry best practices. The City continues to develop and implement programs to meet requirements and industry standards. Current Water Distribution Programs are:

- Valve Exercising and Condition Assessment:
  - Goal: Exercise approximately 4,200 city-owned valves per fiscal year (2 year cycle to exercise all system valves)
  - Excludes valves not owned/maintained by City or valves on critical pump lines or at facilities (pump stations, reservoirs, and PRVs)
  - Operators record valve condition in OpenGov EAM (number of turns, operating condition, leaks, etc.) and automations in OpenGov EAM create follow-up tasks for replacement if poor conditions are recorded
- Water Main Flushing (including Dead End Flushing)
  - Goal: Flush all dead-end hydrants every calendar year
  - Record flow rate and duration in OpenGov EAM to calculate water loss
  - Document observations related to water quality
- Fire Hydrant Inspections:

- Goal: Inspect all City-owned hydrants on a 3-year cycle to meet ISO reporting requirements
  - Record hydrant conditions in OpenGov EAM (type, manufacturer, accessibility, static pressure, stem and outlet operation, etc.) and automations in OpenGov EAM create follow-up tasks for repair or replacement if poor conditions are recorded
- Reservoir Cleaning and Inspection
  - Goal: Clean and inspect three reservoirs each year
  - Record observations and measurable parameters in OpenGov EAM
  - Collaborate with City engineers to assess conditions and identify components in need of repair or replacement

Workforce Development/Training: Operator certification and on-the-job training is critical to meeting the City's operational needs as well as implementing asset management plans effectively. Although the City makes significant investment in training and employee development, more can be done to structure the processes efficiently and document the time and resources involved in professional development of personnel.

## 2. Project Objectives and Deliverables

The City has reliably supplied water for the past 130 years and is seeking expert support to modernize and align its asset management business practices to ensure continued reliable and cost-effective service into the future. Primary goals of this project include:

1. Capture and define current business practices and workflows, both field and digital, as they relate to optimized CMMS functionality;
2. Align operational programs and use of the CMMS with industry best practices to standardize processes and improve efficiency;
3. Define roles and responsibilities for administration of the Asset Management Program and/or Preventative Maintenance Programs;
4. Develop detailed plans for recommended improvements, including cost estimates and implementation schedules;
5. Identify opportunities to optimize preventative maintenance, CIP support and regulatory compliance efforts; and
6. Enhance data analysis and reporting capabilities for improved decision-making, management communication, and annual reporting to the community and regulatory agencies.

## 3. Proposed Scope of Work

Given the complexity and breadth of assets, maintenance programs and systems which comprise the City's Water Distribution Asset Management Plan, the City envisions phasing the initial work scope to meet the project goals, while balancing staff workload and available budget. To achieve the objectives, the consultant's services may be delivered under one or more agreements and shall include, but not be limited to, the following tasks and objectives.

### Phase I – Assessment Phase

1. Review existing, current Asset Management Program documentation covering Water Distribution's current work practices, including the CMMS data and documentation and standard operating procedures. As a starting point, the following are examples of the documentation available for background, but more may be requested as part of this task:
  - a. Water Distribution Infrastructure Plan (2021)
  - b. Water Distribution Section - Asset Management Program - Risk and Condition Assessment Phase 1
  - c. Asset Management Program Development – Workforce Analysis Tech Memo (Phase 2)

*Deliverable: N/A*

2. Conduct a comprehensive audit and assessment of current field and digital (CMMS) work practices to identify inefficiencies, resource gaps and opportunities for improved workflows. This may involve site inspections, interviews with key Water Distribution Staff and analysis of CMMS data.

*Deliverable: Audit report with findings.*

3. Provide detailed recommendations for operational improvements to align Water Distribution's Asset Management goals and priorities, incorporating water industry best practices.

*Deliverable: Report with detailed recommendations including priorities, scope of work, budgetary level cost estimates and schedules for implementing the recommendations.*

4. Develop detailed Work Plans for select Preventative Maintenance Programs, including the purpose, goals, workflows (both field and digital), escalation logic and reporting processes. In Phase I, the City would like the Consultant to evaluate each of the programs on the comprehensive, ranked list below, but



depending on level of effort and available budget, have the Consultant develop the detailed work plan for select programs.

- a. Dead-end Flushing Program
- b. Valve Exercising Program
- c. Fire Hydrant Inspections
- d. Valve Replacement Program
- e. Pressure Reducing Valve Maintenance
- f. Pump and Motor Maintenance and Testing
- g. Instrumentation Maintenance and Calibration
- h. Reservoir Cleaning and Inspection
- i. Gibraltar Reservoir Assets – Condition Assessment and Preventative Maintenance Programs

*Deliverable: Individual Work Plans for select programs*

## **Phase II – Implementation Phase**

The City expects the assessment and audit in Phase I to inform the scope, level of effort and implementation timeline of this and any future phases of work. City reserves the ability to negotiate the final scope of this phase once Phase I deliverables have been completed. Potential Phase II “Implementation” services may include:

1. Updating, or developing AMP documentation where necessary, with agreed upon improvements
2. Integrating new workflows and updates to the CMMS, including changes to the database structure, programming and reports
3. Assisting with capturing the resources involved with employee development and maintaining a certified workforce, as well as developing methods to track and report training across Water Distribution staff.
4. Developing detailed Work Plans not completed as part of Phase I.

## **Services to be Provided by City**

The services to be provided by the City shall include, but not necessarily be limited to, the following:

- Provide access to the City’s GIS data and historical work records from OpenGov EAM
- Coordinate access to field operations and staff for inspections and interviews.
- Participate in workshops and meetings
- Provide timely review and feedback on deliverables

## V. EVALUATION

### 1. Evaluation

Proposals will be evaluated on Experience, References, Project Scope and approach, Team, and Costs. These factors will be used in the evaluation of each proposals to select a finalist.

<u>Specifications:</u>	<u>Maximum Points:</u>
Experience/Proposed Team	35
References	15
Project Scope/Approach	30
Cost	10
Value Added Services/Items	10
<b>TOTAL</b>	<b>100</b>

Note: Proposer must earn a minimum score of 75 or above to be considered for this proposal.

### 2. Evaluation Factors

A maximum of 100 points may be awarded based upon the quality and thoroughness of the Proposer's response to each evaluation factor as follows.

**Experience:** Up to 35 points may be awarded based on evaluation of the Proposer's experience including key project personnel and all subcontractors. Evaluation will be based on documented experience on similar projects, resumes, and experience narratives submitted.

**References:** A maximum of 15 points for references will be awarded upon an evaluation of Proposer's work for previous clients receiving similar products and services to those proposed by the Proposer for this project.

**Project Scope/Work Plans:** Up to 30 points may be awarded based on the quality and thoroughness of Proposer's project plan.

**Cost:** The evaluation of each proposer's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Grand Total Cost}}{\text{This Proposer's Grand Total Cost}} \times 10 = \text{Points Award}$$

**Value Added Services/Items:** Up to 10 points may be awarded based on additional performance and options proposed.

### 3. Evaluation Process

- All proposals will be reviewed for compliance with the mandatory requirements as stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
- The City may use other sources of information to perform the evaluation as specified in Section II, Item 20.
- The City may contact proposers for clarification of their response as specified in Section II, Item 23.
- Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsive proposers with the highest scores may be selected as finalists based upon their initial proposals or the City may proceed with the proposer receiving the best score. Finalists who are asked, or who choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. The responsive proposer whose proposal is most advantageous to the City, taking into consideration the evaluation factors in Section V, will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

## ATTACHMENT A – NON-COLLUSION DECLARATION

This declaration is submitted with a proposal (**City RFP No. 5133**) to the City of Santa Barbara. I declare under penalty of perjury, as follows:

That any statement of fact in such proposal is true, without reservation;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company association or corporation;

That such proposal is genuine and not collusion or sham;

That I have not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Santa Barbara, or any other bidder or proposer or anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of this proposal,

- a. I did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. I did not, directly or indirectly, collude, conspire, connive or agree with anyone else that I or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw this proposal;
- c. I did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else; and
- d. I did not, directly or indirectly, submit the proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any other corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Santa Barbara (and to persons who are not bidders separately and who have a partnership or other financial interest with me in my business).

I declare under penalty of perjury that the foregoing is true and correct.

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(Date and Place)

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Signature

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Name of Proposer

## **ATTACHMENT B – SAMPLE CONTRACT**

**See separate attachment**

**ATTACHMENT C – WATER DISTRIBUTION INFRASTRUCTURE PLAN  
(2021)**

**See separate attachment**